



---

## **DEPUTY CORPORATION COUNSEL – LEGISLATIVE COUNSEL**

### **SUMMARY**

The City of Chicago Office of the Corporation Counsel is seeking highly qualified applicants for the position of Deputy Corporation Counsel – Legislative Counsel for the Legal Counsel Division. The successful candidate will serve as a senior member of the law department under the direction of the Corporation Counsel, as the primary point of contact to the Mayor’s Office and the Chicago City Council in providing advice and counsel regarding City of Chicago ordinances, City Council Rules of Order and Procedure, Open Meetings Act, and statutory interpretation and enforcement options.

### **ESSENTIAL DUTIES**

- Advise and assist the Mayor’s Office, City Council members, and Department Commissioners in the drafting of Municipal Code amendments, rules, regulations, and other legislation.
- Provide legal opinions on existing ordinances and state legislature that may impact City operations to both City departments and City Council members.
- Prepare all items for legislative introduction at the City Council monthly meetings as well as committee hearings.
- Manage all documents, and legislative information requests from City departments and ensure proper submission of introduction documents to the City of Chicago Clerk’s Office.
- Coordinate all communications with Aldermen/Alderwomen and Department heads as needed and serve as liaison to the sponsor of any legislation.
- Provide City Council Rules of Order and Procedure advice and counsel at City Counsel meetings and upon request from City Council members.
- Work collaboratively with the Mayor’s Office of Intergovernmental Affairs in the day-to-day legislative work and initiatives.

### **REQUIREMENTS & QUALIFICATIONS**

- Bachelor’s degree from an accredited institution
- Graduation from an American Bar Association accredited law school
- Admission to the Illinois Bar and active Illinois license to practice law
- 10+ years legal and management/executive level experience
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across departments

### **PREFERRED KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of local ordinances
- Prior experience serving as legislative counsel
- Knowledge of state legislation and its impact on City ordinances

- Supervisory and management methods, practices, and procedures
- Ability to exercise sound judgement and discretion
- General knowledge of Open Meetings Act, City policies, procedures, rules, and regulations
- Skill to plan, organize and implement processes
- Attentive to detail and deadlines
- Ability to communicate information and ideas in writing in a clear and concise manner
- Ability to handle multiple projects and tasks and properly prioritize workflow
- Ability to listen, read, and understand complex information in a short amount of time

## **APPLICATION PROCESS**

---

Interested candidates may apply by submitting a **resume and cover letter** by electronic mail to the following address: [\*\*lawhiring@cityofchicago.org\*\*](mailto:lawhiring@cityofchicago.org) by no later than 11:59 p.m. on Wednesday, August 31, 2022.

Applications received via email will be the **ONLY** applications considered. Phone calls, or other contacts will NOT be considered. Applications will be considered on a rolling basis.

Salary: \$151,176 annually

All employees of the City of Chicago must be **residents** of the City of Chicago as outlined in Chicago Municipal Code Section 2-152-050. Proof of residency will be required.

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, City ordinances and rules, City Ethics standards, and other City policies and procedures

**City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.**

This posting is for internal and external applicants.

---

**Application Closing Date – August 31, 2022.**

*Materials received after the closing date will not be considered.  
Early submission is strongly encouraged as applicants will be considered on a rolling basis.*