



### **Description**

Department of Law  
Administrative Services Division  
Administrative Deputy

The Administrative Deputy under the direction of the Corporation Counsel and First Assistant Corporation Counsel, supervises, coordinates, plans and directs activities pertaining to budget, inventory control, personnel, recruiting, and payroll in the Law Department, and performs related duties as required.

### **Primary Responsibilities**

Under the supervision of the Corporation Counsel and First Assistant Corporation Counsel, will:

- Plan, assign, supervise, review and report on the activities of subordinate personnel of the Administrative Services Division engaged in information technology, recruiting, finance, personnel matters, and facilities management.
- Communicate to Law Department employees policies and procedures promulgated by the Mayor's Office, OBM, DHR, OIG, DOF, or any other city department, and ensure such policies and procedures are followed by all Law Department employees.
- Implement the Corporation Counsel's recruiting and hiring goals and ensure that all OBM, DHR and OIG rules, policies, and procedures are understood and followed.
- Provide the Corporation Counsel or his/her designee, with information related to all non-legal issues involving the department.
- Submit the Law Department's annual budget and prepare the Corporation Counsel for the annual budget hearing.
- Monitor the Law Department's spending to ensure that the department stays within its allotted funding and has funding available to achieve the Department's goals.
- Coordinate the inter-departmental transfer of funds.

### **Qualifications**

Graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration, or related field of study required. Graduate degree in law or human resources management preferred. Education supplemented by four years of progressively responsible experience in business, public administration, or human resources management, including two years in a supervisory capacity, or an equivalent combination of training and experience.

### **Knowledge, Abilities and Skills**

Thorough knowledge of departmental policies, rules, and regulations. Thorough knowledge of the principles of personnel management. Knowledge of accounting/finance practices. Skilled in drafting policies and procedures manuals and standard operating procedures (SOPs). Ability to plan, assign, supervise and review the work of subordinate personnel. Ability to coordinate and establish timely schedules. Skilled in communicating orally and in writing. Skilled in analyzing budgetary and administrative situations and challenges and developing solutions. Skilled in establishing good working relationships.

**THIS POSITION IS SHAKMAN EXEMPT.**

**Salary:** \$143,976 annually

### **Application Process and Materials**

Interested applicants should submit the following materials by emailed PDF to Executive Assistant Carisa Boatman at Carisa. Boatman@cityofchicago.org:

- Cover letter that explains your interest in and suitability for the position
- Resume
- Law school transcript (official or unofficial)
- Two writing samples

Materials received after **April 30, 2021** will not be considered. Early submission is strongly encouraged.

**NOTE:** If you have any questions regarding how to apply, please email Carisa. Boatman@cityofchicago.org. Only those applicants selected for an interview will be contacted. Thank you for your interest in the City of Chicago Department of Law.

### **Evaluation**

Your initial evaluation will be based on the documents submitted. Applications must be submitted by the individual applicant. No second-party applications will be accepted.

### **Residency Requirement**

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

### **Reasonable Accommodation**

**If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.**

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

**City of Chicago**  
Lori Lightfoot  
Mayor

**Department of Law**  
Celia Meza  
Acting Corporation Counsel

**Department of Human Resources**  
Christopher Owens  
Acting Commissioner

This posting is for internal and external applicants.

**Application Closing Date – April 30, 2021.**