



Office of Public Safety Administration  
City of Chicago

**Deputy Director- General Counsel**  
**Office of Public Safety Administration**

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**Essential Duties and Responsibilities:**

1. Advises management on legal matters related to department operations as they are affected by local, state, or federal laws, statutes, or contracts.
2. Reviews and interprets various documents (e.g., legal documents, requests for information, contractual requirements, legislation, performance bonds) for department management.
3. Drafts legal documents (e.g., letters, memoranda, contracts, contract close-out letters, personnel charges) in response to subpoenas, Freedom of Information Act (FOIA) requests, and other requirements for information and ensures documents conform to the law.
4. Conducts training for staff (e.g., police officers, fire fighters, emergency responders, other departments, contract staff) on relevant legal issues, including creating and updating training curriculum and materials and ensuring that training curriculum withstands failure to train lawsuits, as required.
5. Evaluates department's compliance with local, state, and federal laws (e.g., HIPAA and other privacy and confidentiality laws), ensuring a sound legal basis for programmatic activities.
6. Assists in the development of departmental policies, procedures, and programs, as required.
7. Supervises a staff engaged in legal research and oversees related work of staff in other departments (e.g., accountants, engineering technicians, administrative assistants) and/or outside vendors, as required.
8. Works with the Department of Law, as needed, in investigating circumstances and facts and interviewing witnesses regarding complaints, arbitrations, and lawsuits involving the department and staff.
9. Responds to requests from Inspector General's office and to legal questions from staff in other departments.
10. Interprets and ensures department compliance with collective bargaining agreements, arbitration awards, settlement agreements, and consent decrees.
11. Oversees and supervises the FOIA procedures for the department.

**Minimum Job Requirements**

- J.D. from an American Bar Association accredited law school; at least 8 years of experience directly related to the duties and responsibilities specified. Member of Illinois Bar Association or member in good standing of the State Bar of another state or District of Columbia.



## Office of Public Safety Administration City of Chicago

Experience working for a large city municipality and public safety a plus. Experience working in labor relations a plus.

### **Knowledge, Skills, Abilities and Other Work Requirements**

- Outstanding communication skills both orally and written
- Ability to provide strong legal advice and counsel to senior staff on a wide range of legal and policy issues
- Knowledge of the range of applicable laws and regulations which impact on all facets of public safety
- Ability to analyze and interpret issues and to prepare legal opinions
- Ability to build trust to provide guidance to management at all levels
- Knowledge of current, past and developing legal issues and trends in the public safety field
- Ability to conduct legal research within multiple disciplines and mediums
- Knowledge and understanding of city policies and procedures and the regulatory environment within which they operate
- Knowledge of the judicial system and procedures
- Knowledge of legal documentation procedures and requirements.

Moderate knowledge of:

- federal and state legislation and its impact on City ordinances
- applicable local laws, statutes, regulations, and guidelines
- the legal system and the principles and practices of applicable areas of the law
- courtroom procedures and legal terminology
- legal research methods, techniques, and resources
- contract law and administration
- applicable City and department policies, procedures, rules, and regulations
- employment and labor law

Some knowledge of:

- City of Chicago's organizational structure
- investigation methods, techniques, practices, and procedures
- record keeping and report preparation methods, practices, and procedures



## Office of Public Safety Administration City of Chicago

### **Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- NEGOTIATION - Bring others together and trying to reconcile differences
- PERSUASION - Persuade others to change their minds or behavior
- SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

### **Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations



Office of Public Safety Administration  
City of Chicago

- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

**Salary:** \$135,624.00 annually  
**Location:** Public Safety Headquarters  
**Address:** 3510 S. Michigan Avenue Chicago, IL 60653  
**Hours:** 9:00am-5:00pm  
**Days Off:** Saturday and Sunday

Applicants should send their resumes to [Robert.Landowski@chicagopolice.org](mailto:Robert.Landowski@chicagopolice.org) with subject line "Deputy Director- General Counsel Application"