

## ADMINISTRATIVE ASSISTANT TO DEPUTY CORPORATION COUNSEL

### JOB ANNOUNCEMENT

#### DEPARTMENT OF LAW

Federal Civil Rights Litigation Division

Number of Vacancies: 1

The City of Chicago, Department of Law is seeking an administrative assistant to the Deputy Corporation Counsel for the Federal Civil Rights Litigation Division.

Federal Civil Rights Litigation attorneys defends alleged civil rights violations or state law liability claims based on allegations of police misconduct or abuse of authority in both federal and state courts. The Division has two sections: (1) the City Defense Section which defends the City of Chicago against allegations such as *Monell* policy claims; and (2) the Individual Defense Section which defends sworn and civilian police personnel against allegations such as false arrest and excessive force.

Some of the essential duties of this position include, but are not limited to:

- using Microsoft Word and Excel to prepare documents, compose correspondence, and create spreadsheets.
- maintaining Deputy's daily and weekly calendars;
- organizing and maintaining confidential paper and electronic files;
- screening telephone calls and visitors and scheduling appointments;
- responding to inquiries from the general public, city officials, governmental agencies, and City attorneys and support staff;
- coordinating travel arrangements for Deputy and other division attorneys;
- verifying and maintaining timekeeping records for the Deputy and other division attorneys and support staff;
- receiving and processing invoices from attorneys and experts who have been engaged by the Deputy to handle legal cases.

## **APPLICATION PROCESS**

You must submit (1) a cover letter and (2) your resume in hard copy to:

[LaVern.Scott-Levy@cityofchicago.org](mailto:LaVern.Scott-Levy@cityofchicago.org)

Department of Law

2 North LaSalle Street, Suite 560

Chicago, IL 60602

THIS POSITION IS SHAKMAN EXEMPT

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a bachelor's degree, plus two years of legal/administrative support and/or secretarial experience; or an equivalent combination of education, training, and experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Candidates should have:

- Considerable experience with Microsoft Word and Excel software;
- Excellent organizational and communication skills; and
- Some knowledge of legal terminology and court procedures.

## **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.

### **City of Chicago**

Lori E. Lightfoot

Mayor

### **Department of Law**

Celia Meza

Corporation Counsel

### **Department of Human Resources**

Christopher Owen

Commissioner

## **ANNUAL SALARY**

Entry level – 58,968.00