

## **ADMINISTRATIVE ASSISTANT TO DEPUTY CORPORATION COUNSEL**

### **JOB ANNOUNCEMENT**

#### **DEPARTMENT OF LAW**

Administration Division – Risk Management & Compliance

Number of Vacancies: 1

The City of Chicago Law Department is seeking an administrative assistant to the Deputy Corporation Counsel for the Administration Division – Risk Management & Compliance.

Risk Management & Compliance develops risk mitigation policies and compliance procedures to minimize areas of legal risk and promote efficient operations for client departments.

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

- using Microsoft Word and Excel to prepare legal documents, compose correspondence, and create spreadsheets;
- ordering office supplies for the division;
- 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 the Deputy and other division attorneys;
- verifying and maintaining timekeeping records for the Deputy and other division attorneys;
- conducting research and working on special projects;
- processing invoices from outside counsel and City vendors;
- coordinating the hiring and onboarding of new staff and volunteers to the divisions;
- tracking settlement payments; and
- oversee division calendar for status, hearing and trial dates, as well as, days off for staff

#### **APPLICATION PROCESS**

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

La Vern Scott-Levy  
[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 – \$61,920