

ADMINISTRATIVE ASSISTANT TO DEPUTY CORPORATION COUNSEL

JOB ANNOUNCEMENT

DEPARTMENT OF LAW

Labor Division

Number of Vacancies: 1

The City of Chicago Law Department is seeking an administrative assistant to the Deputy Corporation Counsel for the Labor Division.

The Labor Division represents the City and City officials and employees (a) in employment cases, including those alleging discrimination, harassment, and retaliation, filed with federal, state, and local agencies, including the Equal Employment Opportunity Commission, the Illinois Department of Human Rights, the Illinois Human Rights Commission, and the Chicago Commission on Human Relations; (b) in employee disciplinary and discharge proceedings before the City's Police Board and Human Resources Board; and (c) in employee labor proceedings before arbitrators and labor boards.

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 budgets and 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

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 and administrative 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