



### **Description**

#### **Assistant Corporation Counsel II**

Department of Law  
Legal Counsel Division

The City of Chicago Law Department is seeking an attorney for the position of Assistant Corporation Counsel ("ACC") in the Legal Counsel Division. The position requires creativity, flexibility, strong writing, researching, editing and workflow management skills, a willingness and ability to handle a wide variety of substantive areas, and ability to work well with others. The ACC will work under the general supervision of the Deputy Corporation Counsel of the Division.

#### **The ACC will be responsible for:**

1. Drafting legislation and associated rules and regulations at the request of the Mayor's Office, City Departments, and Aldermen. At any given time, the ACC will have about 8 to 12 ordinances for which he or she is responsible. Drafting and editing of "plain English" rules that implement legislative details is a regularly required task.
2. Preparing and providing legal opinions upon client request. Depending on the complexity of the issue, preparation of a formal legal opinion can take up to a week's worth of research and drafting.
3. Reviewing, analyzing and editing legislation that has been introduced into the City Council and the State legislature. With regard to State legislation, the deadlines for these efforts are very tight - a matter of days or hours - because input is required while the State legislature is in session.
4. Providing counsel to, and answering a variety of questions from, the Mayor's Office, City Departments, Aldermen and others in the Law Department regarding Municipal-Code-related and other legal issues, providing explanations and clarifications on previously implemented laws, and more general research questions requiring an immediate response. Such tasks can each take 1/4 hour to 1 hour or longer to complete, and it is not uncommon to receive several in a day. Such tasks may also require preparing a formal legal opinion memorandum.
5. Testifying in city council committee hearings as to legislation he or she has prepared or analyzed, and attending and answering procedural questions at hearings of up to four city council committees to which he or she has been assigned.
6. Preparing ceremonial resolutions for introduction at the City Council meetings, which requires research and drafting averaging about 1 to 2 hours per resolution.

### **Application Process and Materials**

You must submit all application materials by e-mail on or before **June 30, 2021** to Redeatu Kassa at [redeatu.kassa@cityofchicago.org](mailto:redeatu.kassa@cityofchicago.org). The application must include:

- Cover letter that (1) includes the position title and job number as noted on the posting; (2)

specifically identifies how you meet the minimum qualifications and have the knowledge, skills and abilities listed above and (3) explains your interest and/or experience in doing municipal law and/or regulatory and/or legislative work;

- Resume;
- Law school transcript (official or unofficial);
- Two writing samples; and
- Copy of your ARDC card (or your admitted state bar's equivalent).

Late submission or failure to submit all materials will result in your application not being considered for the position.

**Please note that the application submission deadline is June 30, 2021.**

**Qualifications**

Graduation from an ABA-accredited law school in or before 2021, admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705).

Previous municipal law and/or regulatory and/or legislative work experience preferred, but also not required.

**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**

An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

**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  
Corporation Counsel

**Department of Human Resources**  
Christopher Owens  
Commissioner

Closing Date: June 30, 2021.

This posting is for internal and external applicants.

**Salary:** Commensurate w/experience **Pay Basis:** Yearly