



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

### **JOB ANNOUNCEMENT**

#### **DEPARTMENT OF LAW**

Constitutional & Commercial 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 Commercial and Constitutional Litigation Division.

Constitutional & Commercial Litigation attorneys represent the City and City officials in a broad range of constitutional and commercial matters in both federal and state courts, specializing in cases raising complex, novel, or high-profile legal issues. The Division also provides pre-litigation counseling to many City departments. Attorneys in the Division litigate constitutional challenges to the City's ordinances and policies, such as First Amendment speech and religion challenges to regulations of the public way, Second Amendment claims against gun control measures, and due process and equal protection challenges to City regulations governing particular industries. Attorneys also defend City land use and zoning decisions and challenges to City ordinances governing administrative adjudication systems. The Division also litigates commercial matters across a broad range of legal and factual areas, including construction, securities, government procurement, contracts, and false claims. Many of the Division's matters involve working with other City departments and client representatives from those departments.

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; and
- 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:  
 La Vern Scott-Levy @ City of Chicago, Department of Law, 30 North LaSalle Street,  
 Suite 1640, Chicago, IL 60602

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE.

### **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**  
 Mark A. Flessner  
 Corporation Counsel

**Department of Human Resources**  
 Soo Choi  
 Commissioner

### **ANNUAL SALARY**

Entry level: \$58,968.00