



### **Description**

Department of Law  
Legal Counsel Division

The Legal Counsel Division of the City of Chicago Department of Law has a unique position available for an exceptional attorney. The Division now consists of five lawyers working closely together in a fast-paced, dynamic environment. Serving a broad client base comprised of the Mayor's Office, all City Departments (including the Law Department itself), the fifty Aldermen who make up the City Council and the Offices of the City Clerk and Treasurer, the Division handles a workload that is extraordinary in its variety.

### **PRIMARY WORK RESPONSIBILITIES**

Supervised by the Deputy Corporation Counsel of the Division, the attorney will:

- Provide counsel to, and answer a broad range of questions from, clients regarding Municipal Code-related and other legal issues affecting City government and operations, and conduct research in order to do so.
- Draft ordinances, rules, memoranda and formal legal opinions on a wide variety of timely topics.
- Testify in City Council committee hearings as to legislation, attend meetings of the Chicago City Council, and analyze and advise on questions of parliamentary procedure.
- Analyze and amend legislation that has been introduced into the City Council and the State legislature.
- Depending on experience and qualifications, exercise supervision within the Division.

### **SKILLS REQUIRED**

**Analytical and writing skills.** Drafting the law requires precision in thought and precision in word use. The candidate must be able to think powerfully and analytically, and translate those thoughts into text that is clear, concise and precise.

**Sensible, creative problem-solving ability.** Division members serve a strong-willed, driven, demanding clientele. The candidate must be able to discern the essence of a problem from a client's description, apply sound judgment and work with the client to achieve a legally sound, practical and helpful solution.

**Initiative and interpersonal skills.** The path to a completed ordinance usually involves many meetings and discussions with clients, other stakeholders and interested parties, much information gathering, and many

decisions as to the form and components of the final legislation. The successful candidate will be a self-starter who participates assertively but respectfully with other people at the table, comes up with useful ideas and solutions to problems, and displays pride, investment and initiative at every stage of the process.

**Workflow management, flexibility and an ability to handle a wide variety of substantive areas.** During a typical workday, a member of the Division will address a broad variety of subject matters and issues – the ability to switch gears rapidly, absorb new information quickly and efficiently, and produce quality work under tight deadlines is a must.

**Previous municipal law and/or regulatory and/or legislative work experience preferred.**

**THIS POSITION IS SHAKMAN EXEMPT.**

### **Qualifications**

Graduation from an American Bar Association (ABA) accredited law school with a Juris Doctor, and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705).

### **Salary**

Salary will be commensurate with experience.

### **Application Process and Materials**

Interested applicants should submit the following materials either by emailed PDF or in hard copy to:

Bonnie Tunick – Director of Attorney Recruitment  
City of Chicago Department of Law  
30 North LaSalle Street - Suite 1640  
Chicago, IL 60602

[bonnie.tunick@cityofchicago.org](mailto:bonnie.tunick@cityofchicago.org)

- Cover letter that explains your interest in and suitability for the position;
- Resume;
- Law school transcript (official or unofficial);
- Two writing samples; and
- Copy of your ARDC card (or your admitted state bar's equivalent).

Materials received after **February 12, 2019** will not be considered. Early submission is strongly encouraged.

**NOTE:** If you have any questions regarding how to apply, please email [bonnie.tunick@cityofchicago.org](mailto:bonnie.tunick@cityofchicago.org). Only those applicants selected for an interview will be contacted. Thank you for your interest in the City of Chicago

Department of Law.

**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**

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.

**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**  
Rahm Emanuel  
Mayor

**Department of Law**  
Edward N. Siskel  
Corporation Counsel

**Department of Human Resources**  
Soo Choi  
Commissioner

This posting is for internal and external applicants.

**Application Closing Date: February 12, 2019.**