



**City of Chicago**  
Brandon Johnson, Mayor

**Commission on Human Relations**

Nancy Andrade, Commissioner

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NOTICE OF JOB OPPORTUNITY

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**PUBLIC SERVICE LEGAL INTERN**  
**Commission on Human Relations**  
**Adjudication Division**  
**UNPAID – TC 0407**

The Commission on Human Relations (CCHR) serves as the civil rights agency for the City of Chicago. The CCHR investigates and adjudicates discrimination complaints; mediates community tensions; provides human relations workshops; and assists victims of hate crimes.

The CCHR is currently seeking to retain a legal intern to work in its Adjudication Division which is responsible for the investigation and adjudication of employment, housing, public accommodations, and credit discrimination complaints.

**DUTIES**

- Prepare legal summaries of CCHR precedential decisions for publication in the CCHR's Subject Matter Index and the Board Rulings Digest and assist with the updating of these materials;
- Perform legal research and writing assignments;
- Conduct research on proposed or pending legislation and draft recommendations;
- Performs additional duties as assigned.

**MINIMUM QUALIFICATIONS:** Must be a current second or third year law school student in good academic standing, enrolled in an accredited law school, with a minimum grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

## SUMMARY OF NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated experience conducting legal research and writing assignments
- Experience using legal research platforms including Westlaw or LexisNexis
- Demonstrated problem solving and critical thinking skills
- High level of organization and attention to detail
- Ability to work collaboratively and cooperatively with staff
- Ability to organize, prioritize, and carry out office work with minimal supervision

**PREFERENCE:** Someone who demonstrates strong communication, organizational, critical thinking, research and writing skills. Must be willing to work with diverse communities. Must be familiar with MS Office products.

**NOTE:** Current transcripts, resume and current letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level and will be required at the time of application.

**RESIDENCY REQUIREMENT:** City of Chicago residency is not required.

**2023 SALARY:** Non-paid; May be used to satisfy academic credit requirements.

**CLOSING DATE:** Open until further notice.

**INSTRUCTIONS:** Interested applicants should forward resumes, cover letters, current enrollment verification letter and current transcripts to:

The Commission on Human Relations

Gloria Vu

[Gloria.Vu@cityofchicago.org](mailto:Gloria.Vu@cityofchicago.org)

Fax:

312-744-1081

**If you are a person with disability and require a reasonable accommodation 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). You may be required to provide information to support your reasonable accommodation request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR  
RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL  
APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT**

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**THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE  
ACTION EMPLOYER**

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