



Code: 1262

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Examining and Licensing

CLASS TITLE: ASSISTANT INSPECTOR GENERAL

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as senior counsel, providing professional legal direction and advice to the Office of the Inspector General (OIG) on matters that affect the department's operations, and performs related duties as required

ESSENTIAL DUTIES

- Provides professional legal direction and advice to departmental sections (e.g., Investigations, Performance Audits, Program Reviews)
- Conducts legal research on local, state and federal laws and ordinances relative to pending case investigations and transactional matters
- Drafts legal documents including motions, briefs and opinions in response requests for information (e.g., subpoenas, Freedom of Information Act requests)
- Prepares legal reports, summaries and memoranda detailing findings and recommendations of departmental investigations
- Drafts affidavits and other legal documents for criminal, civil or administrative proceedings and coordinates the generation of legal documentation with departmental investigators
- Meets with outside law enforcement and prosecutorial agencies to assist in the investigation and prosecution of violations of criminal law
- Observes and provides legal support to department investigators during trials and administrative hearings
- Interviews witnesses and subjects of investigations regarding complaints and alleged violations
- Prepares narrative reports to summarize the status of assigned cases
- Conducts or coordinates training on legal matters for department staff, as required
- Provides technical assistance to less experienced attorneys, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an American Bar Association (ABA) accredited law school plus three years of legal work experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- federal and state legislation and its impact on City ordinances
- applicable local laws, statutes, regulations, and guidelines
- *the legal system and the principles and practices of applicable areas of the law
- *courtroom procedures and legal terminology
- *legal research methods, techniques, and resources

Some knowledge of:

- City's organizational structure
- investigation methods, techniques, practices, and procedures
- record keeping and report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- -*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
 - ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
-

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May, 2015