



**Code: 1609**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

## **CLASS TITLE: ASSOCIATE GENERAL COUNSEL-CCPSA**

### **CHARACTERISTICS OF THE CLASS**

Under direction, the class works under the direction of the General Counsel functioning as a legal and policy advisor within the Community Commission for Public Safety and Accountability (CCPSA), and performs related duties as required

### **ESSENTIAL DUTIES**

- Ensures Commission and District Councils policies, programs, and procedures are compliant with applicable laws, ordinances, and best practices
- Conducts complex legal and policy research on new, existing, and/or proposed local, state, and federal laws and ordinances applicable to public safety accountability
- Coordinates the work of consultants and outside counsel participating in comprehensive legal research projects
- Drafts and reviews comprehensive policies for implementation in department operations (e.g., Chicago Police Department, Civilian Office of Police Accountability and Police Board)
- Reviews and analyzes legal trends in law enforcement and civil rights
- Maintains working relationships with other governmental offices representing the department in meetings and working groups
- Writes briefs and reports on the status of legislation and other governmental initiatives for the department
- Assists in the development of the department's legislative strategy and refinement throughout the year
- Provides legal support to the Commission and District Councils (e.g., reviewing legal documents, legislation, contractual reviews, responding to requests for documents and information)
- Drafts legal responses in response to requests for information, ensuring compliance with freedom on information policies and applicable laws
- Conducts or facilitates training and workshops to inform staff, Commissioners and District Council members of relevant legal and policy issues, including new or modified policies and regulations

**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 two (2) years of work experience in the legal profession as a licensed attorney and one (1) year of work experience in policy development, policy analysis, or policy advocacy

#### **Licensure, Certification, or Other Qualifications**

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)

## **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 police accountability policies and operations
- applicable local laws, regulations, and guidelines
- \*the legal system and the principles and practices of municipal law
- \*legal research methods, techniques, and resources
- \*public administration principles and practices
- \*public policy, research and development
- \*legal writing and analysis
- \*legal policy- based reasoning
- \*governing rules in a large-scale organization
- \*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 ENGAGEMENT - Give full attention to what other people are communicating, 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
- 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
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- 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
- 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

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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.

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City of Chicago  
Department of Human Resources  
August, 2022; May, 2025