



Code: 1640
Family: Legal and Regulatory
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Real Estate and Legal

CLASS TITLE: SENIOR ATTORNEY

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as senior counsel providing counsel and/or lead attorney and working supervisor over a staff of attorneys and support staff, while maintaining a personal workload of cases and transactional matters; and performs related duties as required

ESSENTIAL DUTIES

- Assigns, supervises, and reviews the work of attorneys and support staff responsible for performing various legal and support functions to assist in the operation of the division
- Advises management on legal issues related to departmental operations as they are affected by local, state, or federal laws, ordinances, statutes, or contracts
- Manages a personal workload of complex cases and transactional matters and serves as lead attorney at trials or legal proceedings
- Conducts negotiations on complex matters and makes recommendations to senior management
- Conducts complex legal research and analyzes local, state, federal laws, ordinances, and court decisions relative to legal issues affecting operating departments
- Leads strategy meetings with colleagues, outside counsel, and clients for assigned cases and transactional matters
- Oversees case management activities or transactional matters, ensuring their efficient intake, handling, monitoring, and disposition
- Drafts complex legal memoranda, settlement agreements, legal opinions, position statements, briefs, and other legal documents
- Reviews and distributes subpoenas and responses to legal requests for departmental files and records
- Coordinates the preparation of drafts of discovery requests and responses and production of documentation
- Discusses case results with staff and prepares narrative reports summarizing case status
- Represents the department in various legal proceedings, as required
- Conducts training for staff, including creating and updating training curriculum and materials and ensuring that training curriculum is current
- Works closely with the Department of Law on the preparation and presentation of cases
- Maintains records and prepares reports on legal procedures for department management
- Reviews and interprets various documents (e.g., legal documents, requests for information, contractual requirements, legislation) for department management
- Oversees programmatic compliance with local, state, and federal laws (e.g., FOIA, HIPAA and EEO laws)
- Responds to requests for information from the Law Department, Inspector General's Office, and other outside entities
- Prepares productivity reports of unit work activities and the status of pending cases and/or transactional matters

- Assists in the development of departmental policies, procedures, and programs

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 five (5) years of work experience in the legal profession as a licensed attorney

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)
- Computers and peripheral equipment (e.g., personal 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, ordinances, 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
- contract law and administration

Some knowledge of:

- supervisory methods, 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
- *MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior
- *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

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- PERSISTENCE - Persist in the face of obstacles on the job
- 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
- 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
April, 2023