



Code: 1646

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

CLASS TITLE: ATTORNEY

CHARACTERISTICS OF THE CLASS

Under direction, provides legal counsel to a department on matters that affect the department's operations, and performs related duties as required

ESSENTIAL DUTIES

- Advises management on legal issues related to departmental operations as they are affected by local, state, or federal laws, statutes, or contracts
- Researches legal requirements as they pertain to the department's operations to advise management on same
- Works with the Department of Law, as needed, in investigating circumstances and facts and interviewing witnesses regarding complaints, arbitrations, and lawsuits involving the department and staff
- 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, performance bonds) for department management
- Drafts legal documents (e.g., letters, memoranda, contracts, contract close-out letters, personnel charges) in response to subpoenas, Freedom of Information Act requests, and other requirements for information and ensures documents conform to the law
- Meets with community members and attorneys representing the City, other public jurisdictions, or private parties regarding issues affecting the department and advises them or states the department's position on legal matters
- Supervises a staff engaged in legal research and oversees related work of staff in other departments (e.g., accountants, engineering technicians, administrative assistants) and/or outside vendors, as required
- Conducts training for staff (e.g., police officers, other departments, contract staff) in relevant legal issues, including creating and updating training curriculum and materials and ensuring that training curriculum withstands failure to train lawsuits, as required
- Testifies as an expert for the Department of Law
- Evaluates department's compliance with local, state, and federal laws (e.g., HIPAA and other privacy and confidentiality laws), ensuring a sound legal basis for programmatic activities
- Responds to requests from Inspector General's office and to legal questions from staff in other departments
- Assists in the development of departmental policies, procedures, and programs, 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 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, 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
- contract law and administration

Some knowledge of:

- City's organizational structure
- supervisory methods, practices, and procedures
- 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
- *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

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- 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
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- 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
Date: May, 2012