



**Code: 1660**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

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## **CLASS TITLE: SENIOR ADMINISTRATIVE LAW OFFICER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, supervises and participates in conducting administrative adjudication proceedings for violations of City codes and ordinances; and performs related duties as required

### **ESSENTIAL DUTIES**

- Supervises staff of Administrative Law Judges responsible for conducting administrative hearings and imposing fines and other penalties for violations of municipal ordinances which includes but not limited to: parking, sanitation, building, public vehicles, consumer fraud, zoning and licensing
- Assigns caseloads, prepares work schedules and monitors staff productivity to ensure the timely and efficient processing of hearings and court orders
- Assists in formulating and implementing policies and procedures pertaining to the administrative adjudication process
- Coordinates and participates in the development of training programs for Administrative Law Judges
- Reviews hearing records to ensure that rendered decisions are in accordance with established ordinances, regulations and legal standards
- Compiles and summarizes work activity reports
- Consults with department management to evaluate staffing needs for Administrative Law Judges
- Supervises department staff engaged in various administrative and clerical support activities
- Conducts and presides over administrative hearings

**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, and admitted to the practice of law in the State of Illinois for at least three (3) years (*Per provision of the City ordinance Article 1, Section 2-14-040*)

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

- Admission to the Illinois Bar is required

### **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**

Considerable knowledge of:

- the legal system and the principles and practices of civil law and regulatory matters

Moderate knowledge of:

- \*courtroom procedures and legal terminology
- supervisory methods, practices, and procedures
- administrative adjudication principles and practices
- \*applicable local laws, regulations, and guidelines
- applicable City and department policies, procedures, rules, regulations, and ordinances
- legal research methods, techniques, and resources
- Federal and state legislation and its impact on City ordinances

**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
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*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
- NEGOTIATION - Bring others together and trying to reconcile differences
- OPERATIONS ANALYSIS - Analyze needs and product requirements to create a design
- PERSUASION - Persuade others to change their minds or behavior
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*INSTRUCTING - Teach others how to do something
- \*LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- 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
- \*COME UP WITH IDEAS - Come up with a number of ideas about a topic
- \*MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- \*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
- SOCIAL ORIENTATION – Prefer to work with others rather than alone and being personally connected with others on the job

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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  
December, 2015; May, 2025