



**Code: 9758**  
Family: Legal and Regulatory  
Service: Public Safety  
Group: Non-Competitive  
Series: Exempt

## **CLASS TITLE: ASSISTANT GENERAL COUNSEL**

### **CHARACTERISTICS OF THE CLASS**

Under direction, assists in the overall management and direction of the Office of the General Counsel for the Chicago Police Department, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assists in the direction of units within the Office of the General Counsel (e.g., Legal Affairs, Intergovernmental Affairs, Management and Labor Affairs, and Freedom of Information Act)
- Assigns, supervises, and reviews the work of staff attorneys and subordinate staff responsible for performing various legal and support functions to assist in the operation of the division (e.g., legal consultation, litigation, managing legislative projects and initiatives, responding to Freedom of Information Act requests and First Amendment matters)
- Directs case management activities or transactional matters ensuring the efficient intake, handling, monitoring, and disposition of cases
- Consults with private and City attorneys to recommend options regarding case strategies and resolutions to legally requested material or other transactional matters
- Coordinates the collection of materials requested through discovery requests or subpoenas, answers interrogatories and forwards to the Department of Law
- Reviews the content of complex legal documents for accuracy, completeness, and compliance with department directives, local, state, and federal laws and authorizes their use in pending cases and transactional matters
- Reviews legislation impacting the Police department and assists in formulating the department's position on these issues
- Assists in formulating the department's negotiation position and assists in negotiating the labor contract with Fraternal Order of Police (FOP)
- Provides legal advice and interpretations of the department's general, special orders, rules, and regulations
- Represents the City and Police Department in high profile cases and functions as a substitute in the absence of the General Counsel
- Reviews all sustained complaint register investigations for form and substance and makes recommendations to the General Counsel and Superintendent of Police
- Testifies as an expert witness on Interest Arbitration
- Develops work standards and evaluates job performance of staff
- Provides and coordinates staff training and development
- Participates in the planning and preparation of the division's annual budget
- Prepares comprehensive productivity reports of the unit's work activities and the status of all requests
- Completes tasks as designated by the General Counsel

**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 of which three (3) years are in a supervisory role or case management capacity related to the responsibilities of the position.

**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**

Comprehensive knowledge of:

- \*the legal system and the principles and practices of applicable areas of the law
- \*legal research methods, techniques, and resources
- \*Police Department organization, policies, regulations, and operations
- \*labor contract negotiating practices and techniques
- \*State of Illinois Freedom of Information Act
- \*federal and state legislation and its impact on City ordinances

Moderate knowledge of:

- \*supervisory and management methods, practices and procedures

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

**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
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*INSTRUCTING - Teach others how to do something
- \*NEGOTIATION – Bring others together and trying to reconcile differences
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*PERSUASION – Persuade others to change their minds or behavior

**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**

- 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
- 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

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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, 2021