CLASS TITLE: ASSISTANT CORPORATION COUNSEL SUPERVISOR/SENIOR

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises a staff of attorneys in the Department of Law or serves as senior counsel on cases and transactional matters, or functions as a technical specialist in a particular area of law, and performs related duties as required

ESSENTIAL DUTIES

- Performs and oversees the conduct of legal research on local, state and federal laws and ordinances
- Oversees and conducts strategy meetings with staff and clients for assigned cases and transactional matters
- Drafts and oversees the preparation of legal documents (e.g., motions, contracts, leases, ordinances, settlement agreements, briefs, legal opinions, charges)
- Oversees and conducts witness interviews and conducts depositions of potential witnesses in complex cases
- Conducts and supervises discovery and coordinates work with department investigators and liaisons responsible for gathering case evidence
- Conducts mock direct and cross examinations for client and plaintiff witnesses prior to actual trial proceedings
- Serves as lead attorney at trial or administrative hearing proceedings
- Prepares and approves jury instructions, conducts direct and cross examination of principal witnesses, and presents opening and closing arguments in major cases
- Participates in structuring, documenting, and overseeing the conduct of transactional areas of law, including those involving economic development, regulatory matters, and loans
- Supervises activities of staff attorneys and provides technical assistance in the development of case and negotiation strategies
- Develops work standards and evaluates job performance of staff attorneys
- Conducts or coordinates training and workshops for less experienced attorneys
- Prepares productivity reports of section’s work activities and the status of pending cases and transactional matters
- Compiles activity reports of staff attorneys and prepares summaries of assigned cases

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, modems)

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, 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
- supervisory methods, practices, and procedures

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

Other knowledge as required for successful performance in the Assistant Corporation Counsel class

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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
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- *NEGOTIATION* - Bring others together and trying to reconcile differences
- *PERSUASION* - Persuade others to change their minds or behavior
- *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

Other skills as required for successful performance in the Assistant Corporation Counsel class

**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 abilities as required for successful performance in the Assistant Corporation Counsel class

**Other Work Requirements**

- **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

Other characteristics as required for successful performance in the Assistant Corporation Counsel class

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.