CLASS TITLE: ASSISTANT CORPORATION COUNSEL

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs professional legal work in an area of specialization, including appeals and constitutional issues, building and land use, commercial and policy, contracts and aviation, torts, employment, individual defense, labor, legislative and intergovernmental affairs, municipal prosecutions, regulatory and aviation, and finance and real estate, in the Department of Law, and performs related duties as required.

ESSENTIAL DUTIES

- Conducts legal research into local, state, and federal laws and ordinances relative to assigned cases and transactional matters
- Participates in meetings with clients and senior-level attorneys to discuss cases and negotiation strategies
- Drafts legal documents (e.g., motions, contracts, settlement agreements, ordinances, legal opinions, briefs, charges) and submits them for review
- Conducts interviews and takes depositions of potential witnesses
- Prepares discovery requests and responses and coordinates production of documentation with department investigators and liaisons
- Represents the City in administrative proceedings by presenting opening statements, conducting direct and cross examination of witnesses, and presenting closing arguments
- Observes and provides legal support to lead attorneys during trials
- Discusses case results with supervisors and prepares narrative reports summarizing case status

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

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), or graduation from an ABA accredited law school and eligibility to sit for the Illinois Bar Examination no more than ten weeks after the anticipated hiring date

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
Some 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 law
• courtroom procedures and legal terminology
• legal research methods, techniques, and resources

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
• *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
• *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
• 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
• 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
Date: May, 2012