CLASS TITLE: CASE ANALYST - LAW

CHARACTERISTICS OF THE CLASS

Under general supervision, maintains case files, conducts initial review of cases, and generates case reports, and performs related duties as required

ESSENTIAL DUTIES

- Dockets all labor hearing dates, including arbitration, medical mediations, and Labor Board cases
- Conducts initial review of cases and summarizes relevant issues
- Dockets and distributes daily mail and court filings for the Labor and Employment Litigation Divisions
- Opens, maintains, and closes cases using various computerized systems (e.g., Team Connect, Legal Case, Matter Management)
- Trains attorneys and staff and troubleshoots problems on computerized systems
- Generates various monthly reports of open and pending cases (e.g., individual attorney case loads, opened and closed cases by venue, case load by venue)
- Maintains a case numbering log for the purpose of assigning case numbers to new matters that arrive without numerical designations
- Maintains an index card filing system for open and closed Circuit Court cases
- Prepares case files and folders for new Circuit Court matters
- Conducts conflict searches for monthly Arbitration calendar and organizes and maintains a filing system for archived calendars
- Routes Case Management cards sent by the Circuit Court and other legal documents with insufficient addressee information
- Conducts name and case searches and responds to case inquiries from various Law Department divisions, City departments, and the general public
- Works on special labor-related projects 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 accredited college or university with a Bachelor’s degree in Business Administration, Public Administration, or a directly related field, plus two years of administrative experience; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None
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

Considerable knowledge of:
- the legal system and the principles and practices of applicable areas of the law
- legal research methods, techniques, and resources

Some knowledge of:
- computer hardware and software technology used in legal research
- record keeping methods, practices, and procedures
- customer service techniques

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, taking 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

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
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- 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

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
(Valtera Corporation)
Date: June 2010