CLASS TITLE: CHIEF ASSISTANT CORPORATION COUNSEL

CHARACTERISTICS OF THE CLASS

Under direction, supervises attorneys and directs the activities of a major subdivision, practice group, or legal program for the Department of Law, and performs related duties as required.

ESSENTIAL DUTIES

- Directs staff providing professional legal work of a litigation or transactional nature or involving legislative projects.
- Assesses staff workload and coordinates and assigns incoming cases and transactional matters to division attorneys.
- Supervises attorneys engaged in the conduct of legal research into state and federal laws and ordinances.
- Supervises attorneys engaged in reviewing contracts and contract provisions, drafting contracts, and negotiating contracts with opposing counsel.
- Coordinates and oversees case management activities or transactional matters, ensuring their efficient intake, handling, monitoring and disposition.
- Meets with attorneys to recommend options regarding case and negotiation strategies.
- Reviews the content of complex legal documents for accuracy, completeness, and compliance with the law and authorizes their use in pending cases and transactional matters.
- Directs the deposition of critical witnesses for complex legal cases.
- Coordinates and directs case discovery and oversees the gathering of evidence for high-profile lawsuits and administrative proceedings.
- Critiques mock direct and cross examinations of client and plaintiff witnesses.
- Represents the City in high profile cases.
- Develops work standards and evaluates job performance of supervisory 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 section's work activities and the status of pending cases and transactional matters.
- Attends trials, arbitrations, deal closings or other proceedings to monitor the performance of staff attorneys, 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 American Bar Association (ABA) accredited law school, plus six years of work experience in the legal profession as a licensed attorney of which three 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

Considerable 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 and management methods, practices, and procedures
- the City's organizational structure
- contract law and administration

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

Other knowledge as required for successful performance in the Assistant Corporation Counsel Supervisor/Senior 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
**CLASS TITLE: CHIEF ASSISTANT CORPORATION COUNSEL**

- **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
- **PERSUASION** - Persuade others to change their minds or behavior
- **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 Supervisor/Senior 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 Supervisor/Senior class

**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
- **CONCERN FOR OTHERS** - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- **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

Other characteristics as required for successful performance in the Assistant Corporation Counsel Supervisor/Senior 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.

City of Chicago
Department of Human Resources
October, 2014