DEPUTY CORPORATION COUNSEL – RISK MANAGER & COMPLIANCE

SUMMARY

The City of Chicago Office of the Corporation Counsel is seeking highly qualified applicants for the position of Deputy Corporation Counsel – Risk Manager & Compliance for the newly created Risk Management and Compliance Division. The successful candidate will serve as a senior member of the law department under the direction of the Corporation Counsel to develop risk mitigation policies and compliance procedures to minimize areas of legal risk and promote efficient operations for client departments. Duties will include working with the Deputies of the various divisions and the Office of Budget and Management to forecast and identify areas of liability and serve as the point of contact with City insurance carriers.

ESSENTIAL DUTIES

- Advises the Law department attorneys and operating department liaisons on best practices in risk management and compliance to minimize areas of identified risk and liability.

- Develops training protocols for sharing with operating departments and internal stake holders related to risk management strategies and best practices and trends in the legal field.

- Manages the Law Department response requirements to insurance carriers on excess liability reporting and updating.

- Coordinates with the Office of Budget Management and Law Department Finance Manager to project annual litigation costs.

- Evaluates the effectiveness of current litigation defense strategies, compiles statistical data, prepares comprehensive reports on the results of litigation, and recommends procedural changes to improve operations.

- Plans, develops, and establishes goals, and objectives to reduce areas of repeated litigation risk.

REQUIREMENTS & QUALIFICATIONS

- Bachelor's degree from an accredited institution
- Graduation from an American Bar Association accredited law school
- Admission to the Illinois Bar and active Illinois license to practice law
- 10+ years legal and management/executive level experience
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across departments

PREFERRED KNOWLEDGE, SKILLS, ABILITIES

- Federal, state, and local litigation experience

- Federal and state legislation and its impact on City ordinances

- Supervisory and management methods, practices, and procedures

- Knowledge of best practices in risk management and compliance

- Ability to exercise sound judgement and discretion
- General knowledge of City policies, procedures, rules, and regulations
- Skill to plan, organize and implement processes
- Attentive to detail and deadlines
- Ability to communicate information and ideas in writing in a clear and concise manner
- Ability to handle multiple projects and tasks and properly prioritize workflow
- Ability to listen, read, and understand complex information in a short amount of time

APPLICATION PROCESS

Interested candidates may apply by submitting a **resume and cover letter** by electronic mail to the following address: **lawhiring@cityofchicago.org** by no later than 11:59 p.m. on January 31, 2023.

Applications received via email will be the **ONLY** applications considered. Phone calls, or other contacts will NOT be considered. Applications will be considered on a rolling basis.

Salary: $170,304 annually

All employees of the City of Chicago must be **residents** of the City of Chicago as outlined in Chicago Municipal Code Section 2-152-050. Proof of residency will be required.

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, City ordinances and rules, City Ethics standards, and other City policies and procedures

City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

This posting is for internal and external applicants.

Application Closing Date – January 31, 2023.

Materials received after the closing date will not be considered.
Early submission is strongly encouraged as applicants will be considered on a rolling basis.