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## **DEPUTY CORPORATION COUNSEL – REVENUE LITIGATION**

### **SUMMARY**

The City of Chicago Office of the Corporation Counsel is seeking highly qualified applicants for the position of Deputy Corporation Counsel – Revenue Litigation. The successful candidate will serve as a senior member of the law department under the direction of the Corporation Counsel, as a point of contact to the Comptroller, the Chief Financial Officer, the Budget Director and other City officials regarding City of Chicago taxes and related matters. Duties will include working closely with the Deputies of the various litigation divisions on early case assessment, case analysis, and management of outside counsel.

### **ESSENTIAL DUTIES**

The Revenue Litigation Division is responsible for the legal tax work for the City, along with other related matters. The Deputy's essential duties include the management of attorneys and staff in their performance of the following functions:

- Litigating tax assessments that are protested at the Department of Administrative Hearings and/or in court and property tax valuation disputes at the Board of Review, at the Property Tax Appeal Board.
- Litigating declaratory judgment actions concerning issues such as the enforcement, interpretation and/or validity of various taxes, fees, and other revenue measures.
- Litigating disputes concerning the City's concession agreements and proprietary funds, including the Water and Sewer Departments.
- Drafting legislation and regulations concerning taxes, fees, and other revenue measures at the local, state, and federal levels as well as information bulletins and tax opinion letters.
- Advising the Department of Finance (including audit staff), the Office of Budget and Management, the Mayor's Office, other City departments and officials on issues concerning taxes, fees, and other revenue measures
- Advising taxpayers, their attorneys and accountants on issues concerning taxes, fees, and other revenue measures and keeping clear and well-organized records of all of the City's tax ordinances, regulations, rulings, information bulletins, opinion letters, decisions on individual cases and issues, policies and practices

### **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
- Administrative adjudication practices and procedures
- Knowledge of state and local tax law, including concepts of home rule authority, State and Federal preemption, uniformity and other constitutional and statutory issues.
- 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**

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Interested candidates may apply by submitting a **resume and cover letter** by electronic mail to the following address: [\*\*lawhiring@cityofchicago.org\*\*](mailto:lawhiring@cityofchicago.org) by no later than 11:59 p.m. on Thursday, June 30, 2022.

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: \$151,176 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.

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**Application Closing Date – June 30, 2022.**

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