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## **DEPUTY CORPORATION COUNSEL – TORTS DIVISION**

### **SUMMARY**

The City of Chicago's Law department is seeking an attorney for the position of Deputy Corporation Counsel in the Torts Division. This position is responsible for overseeing the operations of the division, which comprises approximately 28 attorneys, 17 support staff, and the department's claims unit. Job responsibilities include division case management and litigation strategy development.

The Torts Division defends the City and its employees in personal injury, wrongful death, property damage, and workers' compensation claims. The Division represents virtually every City department and handles a broad range of cases, including slip and falls, medical, nursing, and paramedic malpractice, police pursuits, defamation, infrastructure design, construction defects, mass casualty, property demolition, and 9-1-1 malfeasance. The Torts Division maintains an extremely active motion and trial practice.

Some of the essential duties of the position include, but are not limited to: planning and establishing division goals and objectives; evaluating division operations; preparing operational and administrative reports summarizing division activities; directing the coordination and preparation of the division's annual budget; participating in the development of legal policies and procedures for client departments; monitoring and prioritizing division workload to ensure incoming cases are assigned based on legal experience and are handled expeditiously; analyzing legislation and court rulings relative to existing tort law and city policies; preparing settlement authorization requests; authorizing settlements; approving the hiring of expert witnesses; providing legal and practical answers to division attorneys' questions on strategic, tactical, and emergency issues; answering emergency and other inquiries from client departments; instructing City employees in risk-management techniques and applicable statutory and common law; conducting federally mandated Medicare filing; keeping up to date on all statutory changes and common law opinions regarding torts practice; instituting progressive discipline for underperforming division employees; filing motions and trying cases in complex civil torts litigation.

### **REQUIREMENTS & QUALIFICATIONS**

- Graduation from an ABA-accredited law school and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)
- Minimum of ten (10) years of experience as a licensed, practicing attorney with progressively responsible legal and managerial experience

### **PREFERRED KNOWLEDGE, SKILLS, ABILITIES**

- Intimate knowledge of all common law and statutory immunities applicable to torts practice
- An exceptional and intimate familiarity with Illinois tort law, both statutory and common law

- Excellent oral communication skills and the ability to interact effectively with a wide variety of clients and their concerns and legal needs, often on an emergent basis
- Excellent ability to write effectively, persuasively, and often under tight time constraints on substantive, procedural, and policy issues
- The ability to identify legal problems relating to client policies or procedures and be able to construct and propose effective solutions
- The ability to assess and delegate work effectively based on an attorney's or a staff member's capabilities
- Superior judgment in managing both professional and non-professional personnel
- Exceptional trial skills, including written and oral communication and the ability to evaluate cases for settlement or trial

#### **PREFERENCE MAY BE GIVEN TO CANDIDATES POSSESSING THE FOLLOWING**

- Minimum 20 jury trials in the Circuit Court of Cook County involving tort claims
- Minimum 20 dispositive motions on cases of potential exposure of \$1 million or more
- Experience supervising other employees

#### **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)

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.

**THIS POSITION IS SHAKMAN EXEMPT.**

*Early submission is strongly encouraged as applicants will be considered on a rolling basis.*