



Code: 1652

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

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

CLASS TITLE: CHIEF ASSISTANT CORPORATION COUNSEL

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