



Code: 1664

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

CLASS TITLE: SENIOR LITIGATION COUNSEL - COPA

CHARACTERISTICS OF THE CLASS

Under the direction of the General Counsel, the Senior Litigation Counsel plans, assigns, and supervises the work of COPA Attorneys regarding litigation matters, works with General Counsel on litigation strategies, establishes work standards, policies and procedures, and performs other duties as required

ESSENTIAL DUTIES

- Plans, assigns, and supervises the work of COPA Attorneys and provides counsel and direction on the disciplinary process and related litigation issues
- Provides administrative supervision of COPA attorneys, including performance evaluations
- Works with the General Counsel to determine litigation strategies, direction, work standards, policies and procedures for Legal section
- Prepares and reviews legal memoranda, reports, advisories, and notifications prepared for all legal and administrative proceedings involving the agency
- Prepares management reports on the status of the legal docket and COPA attorneys' activities
- Performs legal research into local, state, and federal laws, ordinances, regulations and policies relative to COPA litigation matters
- Coordinates with City's Law Department regarding the prosecution or defense of administrative or civil proceedings related to COPA matters and provides advice regarding the legal interests of the COPA and its personnel
- Supervises the work of outside legal counsel on litigation matters involving the agency
- Serves as the Agency's primary FOIA officer and oversees the Agency's processes related to receiving, tracking, reporting on, and responding to FOIA requests
- Develops and maintains systems for monitoring the status of litigation matters to ensure the Agency is responding promptly and appropriately
- Coordinates and conducts staff training on legal practices and procedures related to litigation matters
- Provides legal, procedural and strategic counsel and guidance to COPA management as appropriate in relation to litigation matters

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 with a Juris Doctorate degree, plus five (5) years of work experience in the legal profession as a licensed attorney, of which three (3) years are in a role related to civil litigation

Licensure, Certification, or Other Qualifications

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to the Illinois Supreme Court Rule 705)
- Previous work experience in managing or coordinating the work of attorneys is preferred

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:

- *the legal system and the principles and practices of civil and transactional law
- *legal research methods, techniques, and resources

Moderate knowledge of:

- *courtroom procedures and legal terminology
- supervisory methods, practices, and procedures
- *administrative adjudication principles and practices
- *applicable local laws, regulations, and guidelines

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

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
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *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
- NEGOTIATION - Bring others together and trying to reconcile differences

- OPERATIONS ANALYSIS - Analyze needs and product requirements to create a design
- PERSUASION - Persuade others to change their minds or behavior
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- SOCIAL PERCEPTIVENESS – Demonstrate awareness of others' reactions and understand why they react as they do
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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
- *COME UP WITH IDEAS - Come up with a number of ideas about a topic
- *MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

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
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- *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
- SOCIAL ORIENTATION – Prefer to work with others rather than alone and being personally connected with others on the job

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
March, 2017