



Code: 1661

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

CLASS TITLE: DIRECTOR OF ATTORNEY RECRUITMENT AND PROFESSIONAL DEVELOPMENT

CHARACTERISTICS OF THE CLASS

Under direction, recruits candidates for attorney and Law Clerk positions and coordinates and directs training programs for professional staff in the Department of Law, and performs related duties as required

ESSENTIAL DUTIES

- Consults with department management to evaluate staffing needs for professional staff and Law Clerks
- Develops and maintains effective working relationships with outside sources (e.g., colleges and universities, legal organizations, job fair sponsors) used in identifying and attracting candidates
- Attends job fairs and panel discussions held by law schools and other legal organizations to recruit applicants and coordinates attendance by other members of the department at such job fairs and panel discussions
- Collaborates with recruitment staff in the Department of Human Resources to create and advertise job vacancies
- Evaluates education, training and experience of applicants and coordinates interview schedules with hiring managers
- Prepares and maintains hiring paperwork and related reports ensuring compliance with city policies and procedures
- Coordinates and directs professional development training programs for department attorneys
- Researches and recruits outside vendors and consultants responsible for the development and conduct of training programs
- Develops and generates evaluation forms in order to assess the effectiveness of presented topics
- Tracks the status of earned and required continuing education credits of department staff and updates and maintains applicable databases
- Serves as liaison with the Minimum Continuing Legal Education (MCLE) Board to obtain and disseminate information concerning continuing regulations
- Serves as liaison with the MCLE Board and the Illinois Commission on Professionalism to ensure compliance with Illinois Supreme Court rules
- Manages and oversees the Department's summer law clerk program

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.*

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MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree plus four years of work experience in legal recruiting and planning, developing, and conducting professional development programs and seminars; or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- Preference will be given to applicants who possess a Juris Doctor degree from an American Bar Association (ABA) accredited law school

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:

- *trends and best practices in legal recruiting
- *research techniques and procedures
- *adult learning theories and practices
- *training program design, development, implementation and evaluation

Moderate knowledge of:

- *applicable local laws, regulations, and guidelines
- *training methods, practices, procedures and resources
- *educational principles, theory, methods and practices

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

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- *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

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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
January, 2020