



**Code: 1643**

Family: Legal and Regulatory  
Service: Administrative  
Group: Statistical, Technical And Analytical  
Series: Real Estate and Legal

## **CLASS TITLE: ASSISTANT CORPORATION COUNSEL I**

### **CHARACTERISTICS OF THE CLASS**

Under immediate supervision, performs professional legal work in the Buildings and License Enforcement; Collections, Ownership and Administrative Litigation; Legal Information; or Prosecutions Divisions within the Department of Law, and performs related duties as required

### **ESSENTIAL DUTIES**

- Conducts legal research into local, state, and federal laws and ordinances relative to assigned cases and transactional matters
- Participates in meetings with clients and senior-level attorneys to discuss cases and negotiation strategies
- Drafts legal documents (e.g., motions, contracts, settlement agreements, ordinances, legal opinions, briefs, charges) and submits them for review
- Conducts interviews and takes depositions of potential witnesses
- Prepares discovery requests and responses and coordinates the production of documentation with department investigators, paralegals, and support staff
- Represents the City and its employees in administrative proceedings by presenting opening and closing statements, conducting direct and cross examination of witnesses, and summarizing cases
- Discusses case results with supervisors and prepares narrative reports summarizing case status
- Coordinates and oversees the work of law clerks and volunteer attorneys engaged in the conduct of legal research and analysis, and the prosecution of legal matters, 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

#### **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), or graduation from an ABA accredited law school and eligibility to sit for the Illinois Bar Examination no more than ten weeks after the anticipated hiring date

### **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**

Some knowledge of:

- applicable local laws, regulations, and ordinances
- federal and state legislation and its impact on City ordinances
- \*the legal system and the principles and practices of applicable areas of law
- \*legal research methods, techniques, and resources
- courtroom procedures and legal terminology

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
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*NEGOTIATION - Bring others together and trying to reconcile differences
- \*PERSUASION - Persuade others to change their minds or behavior
- \*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
- 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 Work Requirements**

- ACHIEVEMENT/EFFORT – Establish and maintain personally challenging achievement goals and exert effort toward task mastery
  - INITIATIVE - Demonstrate willingness to take on job challenges
  - 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
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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.

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City of Chicago  
Department of Human Resources  
April, 2017