



Code: 1660

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

CLASS TITLE: SENIOR ADMINISTRATIVE LAW OFFICER

CHARACTERISTICS OF THE CLASS

Under direction, supervises and participates in conducting administrative adjudication proceedings for violations of City codes and ordinances; and performs related duties as required

ESSENTIAL DUTIES

- Supervises staff of Administrative Law Judges responsible for conducting administrative hearings and imposing fines and other penalties for violations of municipal ordinances which includes but not limited to: parking, sanitation, building, public vehicles, consumer fraud, zoning and licensing
- Assigns caseloads, prepares work schedules and monitors staff productivity to ensure the timely and efficient processing of hearings and court orders
- Assists in formulating and implementing policies and procedures pertaining to the administrative adjudication process
- Coordinates and participates in the development of training programs for Administrative Law Judges
- Reviews hearing records to ensure that rendered decisions are in accordance with established ordinances, regulations and legal standards
- Compiles and summarizes work activity reports
- Consults with department management to evaluate staffing needs for Administrative Law Judges
- Supervises department staff engaged in various administrative and clerical support activities
- Conducts and presides over administrative hearings

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, and admitted to the practice of law in the State of Illinois for at least three (3) years (*Per provision of the City ordinance Article 1, Section 2-14-040*)

Licensure, Certification, or Other Qualifications

- Admission to the Illinois Bar is required

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 law and regulatory matters

Moderate knowledge of:

- *courtroom procedures and legal terminology
- supervisory methods, practices, and procedures
- administrative adjudication principles and practices
- *applicable local laws, regulations, and guidelines
- applicable City and department policies, procedures, rules, regulations, and ordinances
- legal research methods, techniques, and resources
- Federal and state legislation and its impact on City 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
December, 2015