ASSISTANT GENERAL COUNSEL

JOB ANNOUNCEMENT

Civilian Office of Police Accountability (COPA)

Number of Positions: 1

Under direction, assists the overall management and direction of the Legal Division with the Civilian Office of Police Accountability, and performs related duties as required

ESSENTIAL DUTIES

• Assists in the direction of units with the Legal Division

• Assigns, supervises, and reviews the work of the Chief Investigative Law Officer, Senior Litigation Counsel, Staff Attorneys, and COPA’s Supervising Paralegal and Paralegals that assist in the operation of the Division (e.g., legal consultation, litigation, managing legislative projects and initiatives, responding to Freedom of Information Act (FOIA) requests and First Amendment matters)

• Directs case management activities or transactional matters ensuring the efficient intake, handling, monitoring, and disposition of cases and contracts for equipment and services

• Consults with private and City attorneys to recommend options regarding case strategies and resolutions in litigation and transactional matters

• Coordinates the collection of materials requested through discovery requests or subpoenas, answers interrogatories and consults with the City’s Department of Law

• Drafts, reviews, and analyzes the content of complex legal documents related to litigation and transactional matters for accuracy, completeness and ensuring their compliance with applicable law and COPA policy.

• Drafts and reviews legislation and regulation impacting COPA and assists in formulating and articulating COPA’s position on these issues

• Provides legal advice and interpretations of the Chicago Police Department’s General and Special Orders and attendant rules and regulations

• Represents COPA in high profile cases and functions in combination with or as a substitute in the absence of the General Counsel

• Reviews investigations for form and substance and recommends additions and revisions to the General Counsel and Chief Administrator

• Develops and implements work standards and evaluates job performance of staff

• Develops and provides training and development for both Legal and Investigative staff

• Participates in the planning and preparation of the Legal Division’s and COPA’s annual budgets

• Prepares comprehensive productivity reports of the Legal Division’s and COPA’s work activities and the status of all requests for legal assistance

• Completes other management and professional tasks as designated by the General Counsel

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

Location: Civilian Office of Police Accountability
Address: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622
Days: Monday - Friday
Hours: 9:00am to 5:00pm (limited after hours availability as required)
Salary: Up to $110,052 annually

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

MINIMUM QUALIFICATIONS
- Graduation from an American Bar Association (ABA) accredited law school, plus five (5) 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)

NOTE: You must submit your resume, law school transcript, and current printout from the Illinois ARDC website at www.iardc.org (or your admitted state bar’s equivalent) at the time of interview. Failure to submit all materials will result in your application not being considered for this position.

Disclaimer – “Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable

NOTE: To be considered for this position, you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered). If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Education & Employment Verification – Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it related to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diplomas must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: Candidates must pass a background investigation, drug screen, and other pre-employment procedures as determined by the Chicago Police Department

NOTE: A writing sample of no more than ten (10) pages will be required at the time of interview

Writing Sample – All Writing samples submitted in consideration for employment must comply with the following criteria:

1. The sample may either be a professional project report, academic project report, or an official communication related to a professional or academic project or a work-related report or communication
2. Each writing sample submitted must be no more than (10) pages
3. Each writing sample must be accompanied by a cover page explaining:
   a. the sample’s original purpose (e.g., a writing class, a professional project, a memorandum for an employer, etc.);
   b. when (MM/DD/YYYY) and for whom the sample was written;
If an applicant chooses to submit a writing sample containing confidential or privileged information, the applicant must identify the steps taken (redactions, name changes, or consent from the client or employer) to preserve the confidential or privileged nature of the document.

**SELECTION REQUIREMENTS**
This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

**Preference will be given to candidates possessing the following:**

- Previous discovery experience
- Previous litigation experience in depositions or the equivalent
- Previous experience with Freedom of Information Act (FOIA) laws
- Previous comprehensive knowledge of law enforcement organizations, polices, regulations, and operations

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at (312) 744-4976 (voice) or (312) 744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Soo Choi, Commissioner

**PLEASE NOTE:** Applications for this position will be accepted until 11:59 pm CDT on 03/13/2020. NO EXCEPTIONS WILL BE MADE