

JOB ANNOUNCEMENT

Supervising Paralegal

Civilian Office of Police Accountability

Number of Positions: 1

This position with the City of Chicago's Civilian Office of Police Accountability coordinates and supervises the work of paralegals providing paraprofessional legal, administrative, and clerical support to investigators and attorneys, and performs related duties as required

ESSENTIAL DUTIES:

Prioritizes and makes work assignments to paralegals to ensure that attorneys and investigators receive needed support and assistance with caseloads

- Monitors the preparation of legal documents (e.g., summonses, depositions, subpoenas) and related legal documents by staff and reviews completed work to ensure accuracy and consistency with departmental policies
- Trains and instructs subordinate staff on paralegal functions, legal research techniques, and departmental operating procedures
- Reviews and examines legal digests to conduct in-depth legal research for attorneys'
- Provides technical assistance to paralegals
- Consults with investigators and attorneys and private counsel to facilitate the case discovery process
- Oversees the preparation and maintenance of court documents for administrative hearings
- Supervises the indexing of case files
- Oversees the preparation of documents and other related materials for publication
- Serves as a liaison with other City departments to facilitate information exchange

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: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

THIS POSITION IS IN THE CAREER SERVICE

Qualifications:

Graduation from an accredited college or university with a Bachelor's degree in Political Science, Public Affairs, or a directly related field, and a paralegal certificate from a paralegal training program accredited by the American Bar Association, plus one year in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience.

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.

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 relates to the qualifications of the position for which you are applying. If you received your degree internationally, all

international transcripts/diploma 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:** 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.

Selection Requirement: This position requires candidates to complete an interview which will include a written exercise. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral interview and written exercise will be selected for hire.

Preference will be given to candidates possessing the following:

- Experience with disclosure laws, transparency policies and responding to FOIA requests
- Litigation management experience including response to subpoenas and discovery demands
- Supervisory experience in law firm, corporate or government environment
- Experience managing document retention, maintenance and storage policies and practices
- Experience training in legal research techniques, departmental policies, and operating procedures

Application Instructions: Interested applicants should apply at the City of Chicago's application website: www.cityofchicago.org/CAREERS

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" **In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationery verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

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 must be actual residents of the City as outlined in 2-152-050 of the City 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.

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

Please note, all positions with the City of Chicago close promptly at 11:59 pm C.S.T. Applications for this position will be accepted until 11:59 pm CST on June 18, 2020. No exceptions will be made.

City of Chicago

Department of Human Resources

Lori Lightfoot, Mayor

Soo Choi, Commissioner