COUNTY OF COOK

Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code:	5531
Job Title:	Special Assistant for Legal Affairs
Salary Grade:	24
Bureau:	Economic Development
Department:	Building and Zoning
Dept. Budget No.	160
Position I.D.	1000967
Shakman Exempt	

Characteristics of the Position

General Overview

Acts as an internal legal advisor and counsel to the bureau chief or director, providing legal advice in matters related to the statutory authority and execution of powers of that department, bureau or departments within bureau; also functions as direct legal aide to the director or bureau chief as required. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by department, bureau or County Board. May serve in the capacity of Freedom of Information Officer or advise on matters related to the Freedom of Information Act. Works with the President's Counsel and State's Attorneys Office as necessary in order to evaluate litigation, respond to document requests, prepare for matters related to administrative review and address opinions related to federal, state or local legislation. Consults with the President's Counsel and the Office of the Cook County State's attorney as required or directed.

Key Responsibilities and Duties

Provides legal advice to the director or bureau chief in a variety of matters pertaining to the department's functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law.

Helps formulate and define legitimate and appropriate positions to be taken by the director. Conducts legal research and advises as necessary.

Acts in tandem, where necessary, with legal advisors in the States' Attorneys' Office and the President's Office to coordinate efforts with legislative or civil proceedings where necessary, including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern to the department.

May assist the other members of the staff in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc. Conducts legal research as needed.

Handles special projects of specific purposes and confidential nature as required.

Advises director in the drafting of department procedural rules and policies pertaining to the interpretation and enforcement of department applicable ordinances, as well as general Department policy and procedure.

Assists the director in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

May provide advice to the Public Information Officer on questions related to the Freedom of Information Act or serve as the Freedom of Information Officer.

Reports matters of legal relevance to the President's Counsel and accepts assignments from the director and President's Counsel as necessary.

Knowledge, Skills and Abilities

Knowledge of local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area.

Skills in researching, interpreting and arguing legal position and ability to provide legal analysis.

Ability to negotiate and draft various legal agreements.

Ability to coordinate litigation response.

Minimum Qualifications

Graduation from an accredited School of Law with a Juris Doctorate degree.

Licensed to practice law in the State of Illinois.

Three years or greater professional work experience as an attorney dealing with matters of civil law, government or corporate transactions.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.