COUNTY OF COOK

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

Job Code:	0058
Job Title:	Legislative Reference Coordinator
Salary Grade:	24
Bureau:	Secretary to the Board
Department:	Secretary to the Board
Dept. Budget No.	018
Position I.D.	9500088
Shakman Exempt	

Characteristics of the Position

General Overview

Serves as the Director of Legislative Reference Services, and is responsible for researching and drafting ordinances, amendments and resolutions as requested by the President of the Cook County Board and the Cook County Commissioners. Ensures that all introduced ordinances are accurate in form, structure and uniformity, prior to introduction to the Board for purposes of codification. Ensures certain the County Code is updated accurately and timely. Maintains Legislative Library. Serves in a confidential role to the requestor seeking legislative services.

Key Responsibilities and Duties

Researches and drafts ordinances, amendments and resolutions for the President and Cook County Commissioners. Works with the President's Office as well as with all seventeen County Commissioners and their staffs to ensure that all introduced ordinances are properly prepared for introduction to the County Board.

Provides research services for ordinances, amendments and resolutions to the President's Office and all seventeen County Commissioner's Offices.

Ensures that all introduced ordinances are accurate in form, structure and uniformity, prior to introduction to the Board for purposes of codification.

Ensures that all ordinances are uniform and fit into the proper place in the County Code.

Works closely with the Law Library, Secretary of the Board's Office and the Office of the Clerk of the Board.

Ensures the certain the County Code is updated accurately and timely.

Works closely with the Municipal Code Corporation to print the Code and maintain them online.

Monitors the placement of hard copies of the Code, both distributed and reserve.

Ensures that all holders of hard copies of the Code get updates to the Code quarterly.

Maintains Legislative Library. Keeps track of all introduced ordinances, both pending and adopted. Maintains website that tracks all legislation introduced to the County Board.

Works on other special projects as directed by the Secretary to the Board, the President's Office and the Cook County Commissioners.

Knowledge, Skills and Abilities

Good interpersonal relation skills.

Ability to be tactful and exercise diplomacy in meeting with all County Commissioners and the President's Office on a wide range of diverse and sometimes conflicting issues.

Strong analytical, writing and communication skills.

Knowledge of the legislative process and high level of experience and proficiency in drafting legislation.

Thorough knowledge of how state and local government's statutes and codes are organized.

Skill in researching legislative issues, including what other state and local government's laws are regarding these issues.

Skilled and proficient in PC Software to manage and generate information, reports, letters, etc.

Skilled in maintaining and updating web based programs.

Strong organizational skills.

Ability to manage multiple and confidential projects with short deadlines.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of five (5) years' experience working with state or local government's legislative bodies where duties included drafting legislation **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Juris Doctorate or Master's Degree in Library Science.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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.

JC: 0058 Revised 4/25/2012; 11/16/12; 11/2013