

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0620
Job Title: Legislative Coordinator I
Salary Grade: 20
Bureau: Administration
Department: Justice Advisory Council
Dept. Budget No. 205
Position I.D 9502627

Characteristics of the Position

General Overview

Performs numerous research and advisory functions related to improving the Juvenile and Criminal Justice System. Effectively recommends and provides data to the Director and the President to assist him/her in setting policy and making decisions concerning the County's justice system. Reviews Illinois legislative issues that may have a potentially negative budgetary impact for the County relative to such legislation. Researches Federal funding for programs that Cook County is eligible to apply for and advises the Director and the President of potentially innovative programs that may improve the justice system. Is privy to information of a sensitive and confidential nature, necessary to complete assignments for the department.

Key Responsibilities and Duties

Writes legislative analysis for proposed legislation regarding bills that will affect the criminal and juvenile justice system; advises the Director and the President of constitutional, legal and budgetary issues posed by proposed State and Federal legislation so that the County may arrive at a position relative to such legislation.

Develops fiscal analysis with supporting data to be submitted to the Director and the President and forwarded to the County's lobbyists in Springfield. Analyzes potential negative budgetary impacts that proposed state legislation may have upon the county.

Reviews Federal legislation to research availability of Federal grant programs that may be of interest to the County in terms of innovative programs to improve the justice/public safety system. Assists the Chairman and Director of the Judicial Advisory Council in developing an agenda and organizing meetings of the Cook County Criminal Justice Coordinating Council. Conducts research for this body.

Researches various topics that are reviewed by the President of Cook County; Chairman and Director of the Judicial Advisory Council.

Participates and assists in the development of other confidential papers and reports as directed.

Reviews and coordinates the submission of justice/public safety system Board agendas testing for among other issues fiscal impact to the county.

Knowledge, Skills and Abilities

Ability to converse knowledgeable and communicate effectively in writing on related matters, and address complex legal questions and issues.

General knowledge of the criminal justice system and the juvenile criminal justice system.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers.

Ability to lead and cooperate on team projects.

Ability to accurately assess the potential impact of legislation upon the county and its fiscal budget.

Skill in legislative writing and analysis as well as grant research and writing.

Ability to analyze legislation and case law.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS three (3) years of experience working for a governmental authority **OR**, graduation from an accredited college or university with a Bachelor's degree.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

One or more years of work experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency.

Ability to read and analyze a large volume of bills and resolutions.

Knowledge of political processes in State and County government.

The duties listed are not set forth for purpose 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.