

COUNTY OF COOK



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

Job Code: 5206
Job Title: Deputy Director
Salary Grade: 22
Bureau: Administrative Hearings
Department: Administrative Hearings
Dept. Budget No. 026
Position I.D. 9520566
Shakman Exempt

Characteristics of the Position

General Overview

This position functions as the Assistant Director of Administrative Hearings. This position will assist the Director in the administration of the adjudication process for various County departments including initially Building and Zoning, Environmental Control, and Revenue. These violation cases will be removed from the judicial court system to be heard administratively which will not only free up State's Attorney time, but also reduce the amount of time department enforcement officers need to be in the courtroom and improve staff efficiency and productivity.

Key Responsibilities and Duties

Assist the Director in directing the department with respect to its management and structure, including the creation or reorganization of hearing divisions within the department.

May appoint and remove administrative law officers, as necessary and directed by the Director.

Assists the Director in promulgating rules and regulations for the conduct of administrative adjudication proceedings.

Monitors and supervises the work of administrative law officers and, upon receipt of a timely petition for review authorized by the code, reviewing, modifying or reversing their decisions.

Assists in the developing procedures, rules and regulations as may be required to carry out the provisions of the Administrative Hearing Office.

Knowledge, Skills and Abilities

Knowledge of the principles, practices and procedures of the Administrative Hearing Ordinance.

Ability to communicate effectively verbally and in writing; strong interpersonal communication skills.

Ability to provide supervision, guidance and direction to staff.

Skill in planning, developing and completing complex assignments with minimal direction; skill in delegating and managing.

Ability to work well under pressure and the ability to work well with others.

Ability to prepare departmental budgets.

Minimum Qualifications

Graduation from and accredited college or university with a Bachelor's degree PLUS three (3) years of experience in legal or governmental field **OR**, an equivalent combination of education, training and experience.

Preferred Qualifications

Masters or Juris Doctorate degree.

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.