

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 5368  
Job Title: Legal Counsel  
Salary Grade: 24  
Bureau: Office of the President  
Department: Human Rights and Ethics  
Dept. Budget No. 002  
Position I.D. 9526930  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Counsels and works closely with the Department's Director and the President's General Legal Counsel on legal matters affecting the Department, including consulting and working with the Office of the Cook County State's Attorney as may be legally required. Under the general direction of the Director, provides advice and counsel to the Director, Public Information Officer and Department staff regarding procedural and substantive questions of law and policy which pertain to the work and mandate of the Department. Assists in the drafting and enforcement of Department and County policies and procedures and assists in the research, formation and drafting of County ordinances, agreements, contracts and other relevant documentation as requested by the Director, Bureau Chief or President's General Counsel. Performs legal work as required by the Director on human rights and ethics cases, investigations and drafting of reports for the ethics or human rights board.

### **Key Responsibilities and Duties**

Supervises investigators and legal interns where applicable, reviews Department work product, researches and writes orders and decisions, where applicable.

Drafts Department procedural rules and policy pertaining to the interpretation and enforcement of Department applicable ordinances, as well as general Department policy and procedure.

Reviews and may conduct as necessary, training and education programs for employees of the Department as it relates to County Ordinance.

Coordinates with appropriate County personnel on training and education for County employees.

Reviews and updates all training curriculum in order to make sure that it reflects the current status of the law as it applies to the Department.

Advises and updates Department staff and volunteer commissioners on current developments in the law relevant to the Department and its mission and mandate.

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

Advises the Director on matters confidential in nature.

Advises the Public Information Officer on questions related to the Freedom of Information Act.

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

Consults with the President's General Counsel and the Cook County State's Attorney as needed or requested including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Represent the Department before the Department of Administrative Review or in conjunction with the Office of the Cook County State's Attorney

### **Knowledge, Skills and Abilities**

Extensive knowledge of local, state and federal human rights and ethics ordinances, laws and standards.

Legal research and writing skills.

Analytical skills, including the ability to elicit and evaluate information, formulate opinions and make recommendations relative to the mission and mandate of the Department.

Administrative and supervisory skills, ability to communicate effectively both verbally and in writing with superiors and subordinates.

Excellent organizational skills; ability to handle a caseload, coordinate various projects in a timely manner; and respond, as necessary to emergency situations, must be attentive to details.

Experience and skill in handling individuals with grievances; must possess the ability to handle difficult and/or tense situations with tact and diplomacy.

Must possess strong mediation and interpersonal skills; ability to act professionally under highly emotional situations; ability to act as a mediator.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with Cook County officials, parties, witnesses and documents as they relate to the duties and responsibilities of the Department.

Must possess general typing, filing and word processing skills.

### **Minimum Qualifications**

Possession of a Juris Doctor degree from an accredited law school and licensed to practice law in the State of Illinois PLUS two (2) years of experience in the practice of civil rights litigation or employment law or working as an in-house attorney for a governmental entity.

### **Preferred Qualifications**

Excellent writing and communication skills.

Litigation or investigative experience.

**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.**