

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0095  
Job Title: Program Coordinator  
Salary Grade: 22  
Bureau: Administration  
Department: Justice Advisory Council  
Dept. Budget No. 205  
Position I.D. 9502629  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Assists the Director in coordinating activities of the Cook County Judicial Advisory Council. Reviews and monitors programs, proposals and current trends in the juvenile and adult justice systems to ensure the effectiveness of these programs relative to both juvenile and adult rehabilitation. Participates in the preparation, compilation and development of confidential reports to the President of the County Board, Judiciary and other County Officials. Is privy to information of a sensitive and confidential nature, necessary to complete assignments for the department.

#### **Key Responsibilities and Duties**

Assists the Director in developing, researching and implementing crime prevention programs for Cook County.

Monitors and audits existing programs that currently receive funding and evaluates their effectiveness via on site visits and review of quarterly and annual reports.

Maintains contact and open communication with other NACO related counties throughout the United States to keep abreast of all the latest data available and to receive first hand information on practical and productive preventive rehabilitation programs.

Establishes an ongoing library of resources with the most recent statistics regarding trends and issues on juvenile justice.

Assists the grant coordinator when necessary in compiling information and helps to expedite the completion of the grant application process.

Is responsible for developing reports that are confidential in nature that assist the Director in planning for future goals of the Judicial Advisory Council.

Complies and submits all required grant reports (financial, programmatic) in an accurate and timely manner.

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

Knowledge of the juvenile and adult justice programs, services and staff that are required to administer these programs.

General knowledge of needs, concerns and issues facing juveniles and adults in the justice system.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies.

Knowledge of cultural diversity and the ability to be culturally sensitive.

Basic understanding of adolescent and pre-adolescent growth and behavior.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

Must possess professional judgment in dealing with sensitive and confidential matters.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in Public Administration, Criminal Justice, Social Work **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree in or Psychology, Public Administration, Criminal Justice or Social Work.

Five (5) or more years' experience in the areas of Psychology, Public Administration, Criminal Justice or Social Work.

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## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0263  
Job Title: Director  
Salary Grade: 24  
Bureau: Administration  
Department: Justice Advisory Council  
Dept. Budget No. 205  
Position I.D. 9502621  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Under the direction of the President of the County Board of Commissioners, and the Chairman of the Judicial Advisory Council, supervises a professional staff in the systematic study and review of activities throughout Cook County Justice System. Supervises, directs and coordinates staff that provides logistic and administrative support to the council. Responsible for improving the Criminal Justice System in Cook County by insuring that problems are studied and improvements recommended. Responsible for identifying and securing federal, state, local and private funds to assist the County in the provision of public safety services to it's resident. Responsible for the development and enforcement of office policy, program execution and other executive functions.

### **Key Responsibilities and Duties**

Confers regularly with the President and Chairman of the Judicial Advisory Council regarding all activity in public safety system, operations and budget. This responsibility includes keeping the President and the President's Chief of staff apprised of all public safety issues.

Responsible for executing and implementing all policy-making decisions and programs recommended by the Judicial Advisory Council.

Supervises and trains an agency staff of professional and technical personnel.

Assists and works with County officials on matters of policy that pertain the Cook County justice system. Engages in short and long term planning relative to the justice system; reviews pending legislation; assists in drafting proposals and legislation in related matters.

Responsible for all JAC operational planning, budgeting, operational management and interface with the County Board

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

Knowledge of the legal system on the local, state and federal levels.

Skilled in dealing with sensitive and confidential matters.

Knowledge of state and federal laws and legislation including legislative operations and system.

Skilled in administering the work of a professional staff.

Ability to establish and maintain effective working relationships with elected Officials.

Ability to plan, direct and review the activities of a department.

Ability to develop and motivate department personnel and to formulate and enforce departmental policies.

Proven ability to identify, secure and manage federal, state, local and private funds and meet the respective performance responsibilities of those grants.

### **Minimum Qualifications**

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

Licensed to practice Law in the State of Illinois.

Three (3) years or greater professional work experience in the areas of criminal justice, administrative/litigation or legislative administration.

### **Preferred Qualifications**

Master's Degree in Public Safety or Criminal Justice.

Five (5) years or greater professional work experience in the areas of criminal justice, administrative/litigation or legislative administration.

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## 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 knowledgeably 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.

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## COUNTY OF COOK



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

Job Code: 1719  
Job Title: Grant Coordinator  
Salary Grade: 23  
Bureau: Administration  
Department: Justice Advisory Council  
Dept. Budget No. 205  
Position I.D. 9502625  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under the direction and supervision of the Director performs a variety of specialized tasks surrounding the grant writing process and the development of JAC policy. Acts as a conduit for determining financial opportunities with the Cook County justice/public safety system. Is responsible for assessing the critical needs and areas with the Cook County criminal and civil justice system to provide a focus for areas in which obtaining grants would be most beneficial. Is privy to information of a sensitive and confidential nature, necessary to complete assignments for the department.

#### **Key Responsibilities and Duties**

Oversees implementation of grants obtained, which consists of, but is not limited to, interacting with numerous County and private agencies to develop specific grant requirements, developing a consensus among diverse agency goals and monitoring grant compliance.

Examines grant applications for legal sufficiency and the ability of the county to implement and perform the tasks required by the grant if awarded.

Analyzes State and Federal legislation to review new bills for their effect of Cook County, provides commentary where appropriate.

Continually researches and monitors available funding sources, both private and public for future grant proposal possibilities. Effectively writes and applies for available grants.

Provides legal analysis and researches legal issues to provide citations to sources.

Serves as a liaison between judges and the Judicial Advisory Council to provide an ongoing flow of communications.

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

Extensive knowledge of federal, State and private foundation grant sources.

Ability to effectively procure grants for various uses within the Cook County criminal, civil justice and public safety systems.

Possession of excellent grant writing skills; ability to clearly articulate, through written documents, an analysis of possible grant application situations within Cook County.

Extensive knowledge of procedural aspects of grant writing, application, implementation and evaluation.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies.

General knowledge of basic accounting principles, methods and procedures.

Broad knowledge of municipal and state criminal and civil justice systems.

Ability to possess professional judgment in dealing with sensitive and confidential matters.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, **PLUS** a minimum of three (3) years' experience in Public Administration, Criminal Justice, Business, Social Work **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree in Public Administration, Criminal Justice, Business or Social Work.

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

Five (5) years or greater professional work experience in the areas funding and management of public policy programs and/or developing, procuring and managing short and long term grant funded programs.

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# 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: Administration  
Department: Justice Advisory Council  
Dept. Budget No. 205  
Position I.D. 1000971

## **Characteristics of the Position**

### **General Overview**

Acts as legal advisor and counsel to the bureau chief or director in all 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 including in matters related to and the Office of the Cook County State's attorney as required.

### **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 State's Attorney's 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:**

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

**Minimum Qualifications:**

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

Licensed to practice law in the State of Illinois.

Three (3) years or greater professional work experience as an attorney dealing with matters of civil law and government.

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