

OFFICE OF THE COOK COUNTY CLERK

Human Resources
118 N. Clark, Room 230
Chicago, Illinois 60602
(312) 603-5656



STANDARD JOB DESCRIPTION

Deputy Chief Legal Counsel

Job Code: 9460
Job Title: Deputy Chief Legal Counsel
Salary Grade: 24

Position I.D. No.: 0124896
Status: Shakman Exempt
Division: Administration

Job Summary

The Deputy Chief Legal Counsel reports to the Chief Legal Counsel. This individual is responsible for working on legal matters related to all operations and administration of the Cook County Clerk's Office, and will collaborate with other Clerk counsels assigned to the different departments in the Clerk's Office to ensure compliance with all applicable statutes, ordinances and laws. The Deputy Chief Legal Counsel will be responsible for working with the Chief Legal Counsel, Deputy Chief of Staff and Labor Counsel, Chief Ethics Officer and Legal Counsel, and other office attorneys and outside counsel and will provide legal advice and counsel to the Clerk and her Executive Staff, as needed. The Deputy Chief Legal Counsel is responsible for conducting legal research and drafting, reviewing and editing pleadings (including memoranda, briefs, and motions), correspondence and other legal documents. The Deputy Chief Legal Counsel will analyze proposed legislation and discuss the potential impact of the legislation on the operations of the Clerk's Office. The Deputy Chief Legal Counsel will also assist in the development of office policies and procedures.

This position will have access to confidential and sensitive information and will participate in confidential meetings, communications and policymaking matters. The position shall be selected by the Clerk of Cook County, or her or his designee pursuant to the Exempt Position Hiring Process.

Essential Job Duties

- Conducts legal research and is responsible for drafting, reviewing and editing pleadings, memoranda, briefs, motions, correspondence and other legal documents.
- Represents the Clerk's Office as a point of contact for legal matters when designated by the Chief Legal Counsel or Deputy Chief of Staff and Labor Counsel.
- Works in conjunction with the Chief Legal Counsel, Deputy Chief of Staff and Labor Counsel, and other Clerk Counsels and outside counsel on litigation matters involving the County Clerk's Office.
- Assists the Chief Ethics Officer and Legal Counsel on Ethics matters, as needed.

- Assist with responses to subpoenas and document requests.
- Works with Executive Staff to ensure the Clerk's Office operations and initiatives are in compliance with all laws, rules, and best practices.
- Assists the Clerk, Chief Deputy Clerk, and others with the legislative policy agenda and any new policy initiatives including analyzing legislative policy, maintaining strict confidentiality on all policy matters, and interfacing with other government agencies on behalf of the Clerk.
- Assists in developing the CCCO's policies, including general office policies, labor policies, and policies for various CCCO duties, as necessary, in conjunction with the Executive Staff including but not limited to the Clerk, Chief Deputy Clerk and Deputy Clerks.
- Reviews proposed legislation and ordinances that may impact the Clerk's Office.
- Assists with the drafting, reviewing and negotiation of contracts, including technology, professional services, procurement, etc.
- Assists with responses to requests made to the Cook County Clerk's Office under the Freedom of Information Act (FOIA).
- Attends regular meetings with the Clerk, Chief Deputy Clerk, and all Executive Staff members in order to discuss policy, confidential matters, and any CCCO initiatives.
- Assists the Deputy Chief of Staff and Labor Counsel and/or Chief Legal Counsel in matters filed before administrative agencies including but not limited to: EEOC, Illinois Department of Human Rights, and Illinois Department of Labor.
- Coordinate with the Chief Legal Counsel and/or Deputy Chief of Staff and Labor Counsel on litigation strategy and advice to the Clerk.
- At the direction of the Deputy Chief of Staff and Labor Counsel, assists and advises all CCCO employees on compliance with the CCCO Policy Manual, and any relevant collective bargaining agreements.
- Presides over grievance and disciplinary hearings when designated by the Deputy Chief of Staff and Labor Counsel.
- Assists the Deputy Chief of Staff and Labor Counsel at all arbitration proceedings involving the CCCO related to union matters.
- Assists the Deputy Chief of Staff and Labor Counsel with union negotiations or other matters pertaining to CCCO's collective bargaining units.
- Attends conferences and meetings with various Cook County agencies on behalf of the Clerk's Office.
- Reviews legal and other periodicals in order to report significant matters to the Clerk.

Minimum Qualifications

- Possession of J.D. from an accredited law school.
- Currently licensed to practice law in the State of Illinois in good standing.
- Four (4) years of full-time paid work experience as a licensed attorney including experience in motion practice, litigation, oral argument, legal research, or drafting contracts.

Knowledge, Skills, and Abilities

- Working knowledge of Cook County and local government operations.
- Ability to handle matters relating to local government ordinances, election law, regulatory law, contract law, employment/labor law, FOIA, and government financing law.

- Ability to conduct extensive legal research, analyze case law, statutes and ordinances and draft and analyze contracts.
- Knowledge of election processes, timeframes, rules and regulations.
- Ability to conduct hearings, coordinate deliberation, elicit testimony, and make competent, decisive rulings within a short timeframe.
- Strong analytical and critical thinking skills, with the ability to spot risks and apply practical solutions and results among a group of competing interests.
- Excellent writing and oral communications skills, with the ability to clearly and concisely communicate complex legal issues and matters to senior executives.
- Strong organizational skills, with attention to detail, and coordination of projects among large groups of people.
- Strong leadership skills, including strategic planning, the ability to develop relationships at all levels of the Clerk's Office and throughout Cook County government and complete large-scale initiatives.
- Highest ethical and professional standards and knowledge of rules of ethics and compliance.
- Ability to work within a large, multi-department organization with complex matrix organizational structure.
- Knowledge of processes and procedures relating to local government boards, including the Cook County Board of Commissioners.
- Ability to establish and maintain confidentiality and trust.
- Ability to interpret rules, regulations, and policies.
- Courtesy and ability in handling the public, attorneys, and other professional personnel.
- Ability to exercise good judgment in making decisions and solving problems.
- Ability to work with others and utilize excellent interpersonal skills.
- Experience with public interest or government services.
- Keen interpersonal skills, emotional intelligence and the ability to diffuse tense situations.

Physical Requirements

- Standing and walking for moderate periods of time
- Ability to sit for at least three (3) hours at a time
- May have to lift 25 lbs.
- Long periods of time working on computer requiring vision and typing capabilities