

## ASSISTANT CORPORATION COUNSEL

**Reports To:** Corporation Counsel

**FLSA Status:** Exempt

**Grade:** E4

**Department:** Legal

**Summary:** Responsible for providing sound and efficient legal services to all departments, the City Manager and boards and commissions of the municipal government. Work includes the preparation of cases for trial, arguing of cases, the drafting of resolutions and ordinances and rendering of legal opinions. Assignment and request for services are received from the Corporation Counsel, the City Manager, Department Heads, the City Council and Mayor.

**Essential Functions:** This list may not include all tasks and/or knowledge which may be expected of the employee, nor does it cover all specific duties which may be required. Other duties may be assigned.

Provides advice in connection with the legal interpretation of proposed actions or problem areas to the City Manager, Department Heads and their staff; research ordinances and charter provisions in order to analyze the City's position; prepare contractual documents.

Research cases, prepares briefs and prosecutes alleged violators of municipal ordinances; prepares legal opinions of problem areas identified by the Department Heads and/or their staff in connection with operation or administrative matters.

Advises the Human Resources Department on legal matters, including labor relations problems; exercises the authority to make recommendations concerning employment, dismissal, reprimand and other related actions to the Corporation Counsel, Human Resources Director and the City Manager; may provide legal advice and participate in the negotiation of collective bargaining agreements, grievance hearings, and arbitration matters in a highly unionized environment.

Drafts ordinances, legal opinions, resolutions, contracts, deeds, leases and other legal documents.

Discusses cases, briefs and documents prepared with the Corporation Counsel; seeks advice with respect to the preparation of evidence, briefs and legal research prior to hearings and trials; works in connection with the Corporation Counsel on complex legal matters.

Serves as legal counsel for various boards and commissions; speaks before various civic, professional and legislative groups.

### **General Skill Levels:**

Considerable knowledge of the principles and procedures of civil, criminal and business law.

Considerable knowledge of the principle's methods, materials and practices of legal research and investigation.

Considerable knowledge of judicial procedure and rules of evidence.

Considerable knowledge of local ordinances, state and federal laws and constitutional provisions affecting municipal operations and thorough knowledge of City operations, policies and procedures.

Revised 3/25/2025

Knowledge of current computer and/or electronic systems, techniques and requirements being utilized for specific applications in the department.

Ability to analyze, appraise and organize facts, evidence, and precedents and to present such material effectively in writing and verbally.

Ability to present and argue cases in court with skill in publicly speaking.

Ability to manage functions, resolve conflict and work harmoniously with department heads, officials, employees, outside professionals and the general public.

Ability to function with minimal direction and oversight, with a high degree of self-motivation.

Ability to handle confidential material on a routine basis in an atmosphere of loyalty and trust.

Ability to adapt to changing situations and priorities.

Ability to maintain clerical records consistent with department procedures and retention schedule.

**Education/Experience:**

- Graduation from a recognized school of law with experience as a practicing attorney in municipal law or any equivalent combination of training and experience that would provide the above knowledge, abilities and skills.
- Strong knowledge of labor laws, with a particular focus on their application in highly unionized environments. Ability to interpret and apply collective bargaining agreements, grievance procedures, and compliance requirements while ensuring alignment with organizational policies and labor regulations.
- 3-5 years' experience in labor and employment is preferred but will consider fewer years in lieu of other related experience or education.

**Certificates and Licenses:** Admission to the Bar of the State of Illinois required.

**Physical Requirements/Working Conditions:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Work is performed in an office environment. Work may require travel between work sites in town and occasionally to other locations for meetings.

***Equal Employment Opportunity***

*We value diversity and the many contributions that are made to our City by people from all walks of life. Therefore, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.*

**ADAAA**

*It is the policy of the City to comply with all federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the City not to discriminate against qualified individuals with disabilities in regard to application procedure, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Employees shall make requests to Human Resources for reasonable accommodations.*