

HUMAN RESOURCES DIVISION
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 15-24
POSTED: 01/29/2024, 9:30 a.m.
EXPIRATION: Until Filled
TITLE: Assistant Corporation Counsel (Position Code #1101)
SALARY: This role's targeted initial salary is \$101,000.
Full Salary Range for this position is \$81,034- \$129,632
DEPARTMENT: Legal
DIVISION: Legal

GENERAL PURPOSE

The Assistant Corporation Counsel performs professional legal work, including Federal and State civil litigation (trial and appellate), prosecution of ordinance and traffic violations, administrative hearings, real estate matters, procurement, employee relations, legal research and various areas of municipal law including but not limited to civil rights, land use, code enforcement, licensing and administrative law. Represents the Legal Department at the direction of the Corporation Counsel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and tries civil cases;
Prepares and tries administrative adjudications;
Prepares and tries ordinance violation cases;
Prepares and tries traffic prosecution cases;
Prepares and tries condemnation cases;
Prepares and tries demolition cases;
Prepares and tries small claims cases;
Evaluates and prosecutes appeals;
Provides advice on legal issues to City elected officials and other employees;
Prepares legal opinions;
Provides legal counsel to City officials;
Attends City Council committee meetings as needed;
Attends pre-Council and Council meetings as needed;
Attends Planning Commission and Zoning Board meetings as needed;
Attends liquor control hearings and other liquor control and licensing matters;

Handles City real estate transactions;
Reviews bids, contracts, agreements, bonds and legal forms for City contracts and procurement;
Prepares ordinances, resolutions and administrative procedures;
Prepares confidential correspondence pertaining to discipline, labor relations, promotions, transfers, suspensions, discharges and grievances.
Represents the City in collective bargaining negotiations and related proceedings;
Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from a recognized school of law, preferably with a specialization or emphasis in municipal and administrative law;
- B. Admission to the bar of the State of Illinois and the United States District Court for the Northern District of Illinois;
- C. Has not been convicted of any felony under the laws of the state of Illinois, another state, or the United States;

Necessary Knowledge, Skills and Abilities:

- A. Good knowledge of judicial procedures and rules of evidence;
- B. Good knowledge of City ordinances, State, Federal and general municipal law including accepted legal or court interpretations;
- C. Good knowledge of the organization, functions and legal limitations on the authority of the various City departments;
- D. Good knowledge of the principles of civil law;
- E. Good knowledge of criminal law and the problems of criminal enforcement, procedures and evidence;
- F. Good knowledge of what can be accomplished by legal approaches, what must be done by administrative approaches and how the two must be balanced to achieve the intent of city departments and to protect the public interests;
- G. Ability to analyze, appraise and organize facts, evidence and precedents and to present such materials effectively, orally and in writing;
- H. Ability to determine the limits of action available to opponents in court cases, ability to present and argue cases in court, dealing smoothly with unanticipated situations when these arise;
- I. Ability to establish and maintain effective relations with employees, court officials, City officials and the general public;
- J. Ability to negotiate settlements;
- K. Ability to observe and train new attorneys in the research and preparation of municipal work and in trial work;
- L. Good judgment;
- M. The physical skills necessary to perform the duties of the position;
- N. Ability to communicate effectively both orally and in writing;
- O. Any equivalent combination of experience and training which provides the required knowledge, skill and ability;

SPECIAL REQUIREMENTS

A license to practice law in Illinois;
A valid State driver's license.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER