

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

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 41-23
POSTED: 07/11/2023, 3:00 p.m.
EXPIRATION: until filled
TITLE: Corporation Counsel
SALARY RANGE: \$124,875- \$193,968
DEPARTMENT: LEGAL
DIVISION: LEGAL

DESCRIPTION:

Joliet, IL (est. population 150,000), is the third largest City in Illinois, located 46 miles from downtown Chicago. Joliet's strategic location is a key factor in its economic success and will continue to be so in the years ahead. The City is served by multiple interstate highways, four Class I railroads and an inland waterway system. New investments in rail and intermodal have made Joliet and Will County home to the largest inland port in North America.

The Corporation Counsel position offers a competitive package that provides a salary range of \$124,875- \$193,968, depending on experience and qualifications. In addition to the competitive salary, the City of Joliet offers a benefit package that includes medical, dental, and vision insurance, vacation, sick leave, holidays, car allowance, pension through IMRF, and a voluntary 457(b) deferred compensation plan.

The City of Joliet is a home rule municipality that operates under the Council-Manager form of government. The Mayor and eight City Council members are elected to four-year, overlapping terms. The Mayor and five district Council members are in one election and three at-large Council members are elected in a separate election. Joliet is currently looking for qualified Corporation Counsel to be a part of our growing community.

GENERAL SUMMARY OF POSITION:

Acts as the executive head of the Legal Department and is responsible for the efficient and effective operation of that Department including the planning, organizing, directing, budgeting, and supervising of Department employees and programs.

Supervises, through key subordinates, the work performed in the Legal Department;
Renders oral and written opinions to the City Council, Mayor, City Manager, department heads and other officials of the City government;

Attends council meetings and conferences for the purpose of understanding policies underlying official action and provides advice on legal implications involved, including advice as to alternative legal and administrative approaches towards the solution of major City problems;
Keeps informed of proposed State and Federal legislation affecting City government;
Prepares and approves proposed ordinances and resolutions for final determination;
Reviews contracts and agreements; and provides a legal opinion relative to outside contracts and agreements;
Represents the City in important civil actions; prepares pleadings, conducts legal research and appears in Court when necessary.

ADDITIONAL TASKS OR DUTIES: (Illustrative)

Directs Department activities toward the fulfillment of established goals and objectives within current priorities;
Directs and coordinates the activities of Department employees;
Formulates Department policies, rules and regulations;
Supervises all Department employees;
Evaluates performance of all Department employees;
Prepares annual budget requests for Department;
Supervises the expenditure of Department appropriations;
Formulates and prescribes work methods and procedures to be followed by Department employees;
Appraises conditions of work and takes necessary steps in improving Department operations;
Engages with other Department Directors for the orderly transaction of City business;
Prepares reports and summaries of ongoing Department programs and projects;
Monitors Department procedures for compliance with appropriate working agreements;
Confers with and advises subordinates on difficult work problems, the development and installation of new work procedures and policies, and methods of coordinating Department services;
Attends professional society meetings, participates in panel discussions and speaks in areas of competence;
Performs public relations work promoting Department services;
Keeps informed of current developments in the field of Municipal Law particularly new legislation, recent court decisions, and various governmental, administrative decisions which might affect Department operations;
Provides for the adequate training of all Department personnel;
Receives and responds to complaints concerning Department operations and employees;
Prepares and approves proposed ordinances and resolutions for action by the City Council;
Reviews and prepares contracts and agreements between the City and other entities;
Presents pleadings, conducts legal research and represents the City in Court when necessary;
Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of City Code and charter provisions of general City and State law, with particular reference to municipal legal provisions and municipal law;
Thorough knowledge of established precedents and sources of legal reference; Good knowledge of judicial procedures and rules of evidence;

Good knowledge of the organization, functions and legal limitations of the authority of the various City Departments;

Ability to determine whether a legal or administrative approach will best resolve a City problem; organize, interpret and apply legal principles and knowledge to complex legal problems;

Ability to supervise the preparation and trial of important cases and to present material clearly and logically in oral or written form;

Ability to meet and effectively deal with persons interested or involved in suits against the City.

POSITION REQUIREMENTS:

A minimum of five (5) years of actual working experience in the field of municipal law;

A comprehensive and broad knowledge of the modern principles and practices of the field of municipal law;

Graduation from a recognized law school and admission to the bar of the State of Illinois;

Ability to maintain discipline and the respect of employees, to lead and command employees effectively, and to instruct employees in proper work methods and techniques;

Physical skills necessary to perform the duties of the position;

Ability to establish and maintain effective working relationships with employees, City officials and the public;

The ability to communicate effectively, both orally and in writing;

Good judgment, thoroughness and dependability;

Any equivalent combination of experience and training which provides the required knowledge, skill and ability

SELECTION GUIDELINES

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

The duties listed above are intended only as illustrations 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 job change.

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

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER