



Cook County State's Attorney's Office Labor and Employment Vacancy

Job Title: Assistant State's Attorney, Labor & Employment Litigation Section

Department: Civil Action Bureau, Richard J. Daley Center, 50 W. Washington, Chicago, Illinois 60602

Position Description: The Civil Actions Bureau of the Cook County State's Attorney's Office is seeking an attorney to join its Labor & Employment Section of the Civil Actions Bureau. This is a full-time bargaining unit exempt position.

Working Environment & Reporting Structure: Assistant State's Attorneys in this Section are responsible for managing a full case load of employment litigation cases filed against Cook County and its agencies and officials. The Assistant State's Attorney reports to the Supervisor and Deputy Supervisor(s) in the Section.

Duties/Requirements The Assistant State's Attorney is expected to manage, maintain, and handle a full case load which includes, but is not limited to: drafting and filing responsive pleadings; issuing and responding to written discovery; presenting and taking party, witness, and expert depositions; drafting and responding to all types of motions including motions to dismiss, motions for summary judgment, and motions to compel; participating, conducting, and leading settlement conferences; participating, conducting, and leading evidentiary hearings, arbitrations, mediations, bench trials, and jury trials.

Minimum Qualifications: Minimum 2 years of labor and employment litigation experience (including claims under Title VII, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Illinois Human Rights Act, and other employment statutes). Significant experience with administrative hearings, depositions, motion practice, and discovery.

The applicant's experience must reflect excellent academic achievement, strong verbal and written communication skills, solid work ethic, attention to detail, accountability, sound judgment, good character, initiative, and interpersonal skills.

Must have Juris Doctor degree, with a license to practice in the State of Illinois. Additionally, the candidate should be admitted to the General Bar for the Northern District of Illinois.

Preferred Qualifications

- Bench and jury trial experience.
- Class action defense experience.
- Experience counseling clients on employment matters.
- Experience with collective bargaining negotiations, union grievances, and arbitrations.

Contact: To apply, please submit a resume and a statement of interest to Kathy Wallace, Director of Human Resources, at katherine.wallace@cookcountyil.gov and cc: atty.hire@cookcountyil.gov by March 17, 2021.

Equal Employment Opportunity: The Cook County State's Attorney's Office (CCSAO) is an equal opportunity employer, which seeks to recruit, develop, and retain the most talented people from a diverse candidate pool. The CCSAO does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, sexual orientation, gender identity, gender expression, and any other characteristic protected by federal, state, or local law. Upon request, the CCSAO will provide reasonable accommodation for qualified individuals due to a disability or pregnancy.