



DEPUTY CORPORATION COUNSEL – EMPLOYMENT LITIGATION

SUMMARY

The City of Chicago Office of the Corporation Counsel is seeking highly qualified applicants for the position of Deputy Corporation Counsel – Employment Litigation. The successful candidate will serve as a senior member of the law department under the direction of the Corporation Counsel, as the primary point of contact to the Mayor’s Office and other City Departments, to manage and direct the division concerning employment litigation matters and related duties as required.

ESSENTIAL DUTIES

- Plans and establishes goals and objectives and participates in the development of legal policies and procedures. Analyze legislation and court rulings relative to city policy
- Monitors and prioritizes division workload to ensure incoming cases are assigned based on legal experience and are handled expeditiously.
- Analyzes and troubleshoots problematic issues of complex cases, recommends alternative strategies and solutions, handling complex employment litigation in one or more of the following areas: adverse impact claims, class and/or collective actions, and wage and hour claims.
- Directs and coordinates litigation services for major lawsuits and supervises the preparation of comprehensive legal reports. Represents the city in high profile cases, arbitration hearings and administrative proceedings.
- Prepares operational and administrative reports summarizing division activities. Establishes work standards for division operations. Evaluates division operations, establishes best practices, troubleshoots problems and inefficiencies and participates in the development and modification of administrative policies to improve operations.
- In depth knowledge and experience advising clients on compliance with federal, state and local employment laws and best practices, including but not limited to Title VII, ADA, FMLA, FLSA, ADEA and OSHA
- Directs the coordination and preparation of the division’s annual budget

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

REQUIREMENTS & QUALIFICATIONS

- Bachelor’s degree from an accredited institution
- Graduation from an American Bar Association accredited law school
- Admission to the Illinois Bar and active Illinois license to practice law in good standing with the Illinois Attorney Registration & Disciplinary Commission
- Admission to the Federal Trial Bar (or eligible for admission to the Federal Trial Bar pursuant to LR83.11)
- 10+ years legal and management/executive level experience
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across departments

PREFERRED KNOWLEDGE, SKILLS, ABILITIES

- Federal, state, and local litigation experience
- Federal and state legislation and its impact on City ordinances
- Supervisory and management methods, practices, and procedures
- Administrative adjudication practices and procedures
- Knowledge of best practices in risk management and compliance
- Ability to exercise sound judgment and discretion
- General knowledge of City policies, procedures, rules, and regulations
- Skill to plan, organize and implement processes
- Attentive to detail and deadlines
- Ability to communicate information and ideas in writing in a clear and concise manner
- Ability to handle multiple projects and tasks and properly prioritize workflow
- Ability to listen, read, and understand complex information in a short amount of time

APPLICATION PROCESS

Interested candidates may apply by submitting a **resume and cover letter** by electronic mail to the following address: lawhiring@cityofchicago.org by no later than 11:59 p.m. on Monday, February 3, 2025.

Applications received via email will be the **ONLY** applications considered. Phone calls, or other contacts will NOT be considered. Applications will be considered on a rolling basis.

Salary: \$148,548 - 209,880 annually (salary is commensurate with experience)

All employees of the City of Chicago must be **residents** of the City of Chicago as outlined in Chicago Municipal Code Section 2-152-050. Proof of residency will be required.

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, City ordinances and rules, City Ethics standards, and other City policies and procedures.

City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

This posting is for internal and external applicants.

Application Closing Date – February 3, 2025.

*Materials received after the closing date will not be considered.
Early submission is strongly encouraged as applicants will be considered on a rolling basis.*