

JOB ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT TO DEPUTY CORPORATION COUNSEL

DEPARTMENT OF LAW

Torts Division

Number of Vacancies: 1

The City of Chicago Law Department is seeking an administrative assistant to the Deputy Corporation Counsel for the Torts Division.

The Torts Division defends the City and its employees in personal injury, property damage and workers' compensation claims. Some of the essential duties of this position include, but are not limited to:

- using Microsoft Office including Word, PowerPoint and Excel to prepare correspondence, reports, presentations and create spreadsheets;
- using case management system to compile statistical reports;
- managing settlement check payment process;
- supervising administrative staff;
- ordering office supplies for the division;
- organizing and maintaining confidential paper and electronic files, including warehousing of paper files;
- screening telephone calls and visitors and scheduling appointments;
- responding to inquiries from the general public, city officials, governmental agencies, and City attorneys and support staff;
- coordinating travel arrangements, including preparing travel documents for the division attorneys;
- verifying and maintaining timekeeping records for the Deputy and other division attorneys and staff, including time allocations for attorneys;
- conducting research and working on special projects;
- providing administrative support for the division's review of City grants;
- coordinating the hiring and onboarding of new staff and volunteers to the division; and
- providing general administrative support to the division.

APPLICATION PROCESS

You must submit (1) a cover letter and (2) your resume in electronic copy to:

Octavio Martinez
octavio.martinez@cityofchicago.org
Department of Law
2 North LaSalle Street, Suite 560
Chicago, IL 60602

THIS POSITION IS SHAKMAN EXEMPT

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree, plus two years of legal/administrative support and/or secretarial experience; or an equivalent combination of education, training, and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidates should have:

- Considerable experience with Microsoft Word and Excel software;
- Excellent organizational and communication skills; and
- Some knowledge of legal terminology or contract administration

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf

RESIDENCY REQUIREMENT

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

City of Chicago
Brandon Johnson
Mayor

Department of Law
Mary B. Richardson-Lowry
Corporation Counsel

Department of Human Resources
Sandra Blakemore
Commissioner

ANNUAL SALARY

Entry level – \$67,656.00