



Code: 1645

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

CLASS TITLE: ASSOCIATE STAFF ATTORNEY

CHARACTERISTICS OF THE CLASS

Under immediate supervision, provides professional legal support for a City department, and performs related duties as required

ESSENTIAL DUTIES

- Researches and analyzes local, state, federal laws, ordinances and court decisions relative to legal issues affecting operating departments
- Participates in meetings with senior-level attorneys and other parties to discuss cases and negotiation strategies
- Assists in the preparation of legal cases for review (e.g., Police Board)
- Drafts legal memoranda, settlement agreements, legal opinions, position statements, briefs and other legal documents
- Reviews and distributes subpoenas and responses to legal requests for departmental files and records
- Prepares drafts of discovery requests and responses and coordinates production of documentation
- Discusses case results with supervisors and prepares narrative reports summarizing case status
- Works closely with the Department of Law on the preparation and presentation of cases
- Advises management on legal issues related to departmental operations as they are affected by local, state, or federal laws, statutes, or contracts
- Researches legal requirements as they pertain to the department's operations to advise management on same
- Maintains records and prepares reports on legal procedures for department management
- Reviews and interprets various documents (e.g., legal documents, requests for information, contractual requirements, legislation) for department management
- Evaluates programmatic compliance with local, state, and federal laws (e.g., FOIA, HIPAA and EEO laws)
- Responds to requests for information from the Law Department, Inspector General's Office and other outside entities
- Assists in the development of departmental policies, procedures, and programs
- Coordinates and oversees the work of law clerks engaged in the conduct of legal research and analysis, as required

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.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an American Bar Association (ABA) accredited law school

Licensure, Certification, or Other Qualifications

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *federal and state legislation and its impact on City ordinances
- *applicable local laws, statutes, regulations, and guidelines
- *the legal system and the principles and practices of applicable areas of the law
- *courtroom procedures and legal terminology
- *legal research methods, techniques, and resources
- contract law and administration

Some knowledge of:

- *investigation methods, techniques, practices, and procedures
- *record keeping and report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior

- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2015