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COOK COUNTY, ILLINOIS

Legal Counsel Opportunity in Chicago

The Cook County Department of Human Rights and Ethics is seeking a Legal Counsel to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Counsels and works closely with the Department's Director and the President's General Legal Counsel on legal matters affecting the Department, including consulting and working with the Office of the Cook County State's Attorney as may be legally required. Under the general direction of the Director, provides advice and counsel to the Director, Public Information Officer and Department staff regarding procedural and substantive questions of law and policy which pertain to the work and mandate of the Department. Assists in the drafting and enforcement of Department and County policies and procedures and assists in the research, formation and drafting of County ordinances, agreements, contracts and other relevant documentation as requested by the Director, Bureau Chief or President's General Counsel. Performs legal work as required by the Director on human rights and ethics cases, investigations and drafting of reports for the ethics or human rights board.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyil.gov.

When are Resumes due?

Until Filled.

SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.

- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

Location:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennial Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

Benefits:

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

Post Offer testing:

This position requires successful completion of post-offer tests which includes a background check.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago, IL 60602

Job Code: 5368
Job Title: Legal Counsel
Salary Grade: 24
Bureau: Office of the President
Department: Human Rights and Ethics
Dept. Budget No. 002
Position I.D. 9526930
Shakman Exempt

Characteristics of the Position

General Overview

Counsels and works closely with the Department's Director and the President's General Legal Counsel on legal matters affecting the Department, including consulting and working with the Office of the Cook County State's Attorney as may be legally required. Under the general direction of the Director, provides advice and counsel to the Director, Public Information Officer and Department staff regarding procedural and substantive questions of law and policy which pertain to the work and mandate of the Department. Assists in the drafting and enforcement of Department and County policies and procedures and assists in the research, formation and drafting of County ordinances, agreements, contracts and other relevant documentation as requested by the Director, Bureau Chief or President's General Counsel. Performs legal work as required by the Director on human rights and ethics cases, investigations and drafting of reports for the ethics or human rights board.

Key Responsibilities and Duties

Supervises investigators and legal interns where applicable, reviews Department work product, researches and writes orders and decisions, where applicable.

Drafts Department procedural rules and policy pertaining to the interpretation and enforcement of Department applicable ordinances, as well as general Department policy and procedure.

Reviews and may conduct as necessary, training and education programs for employees of the Department as it relates to County Ordinance.

Coordinates with appropriate County personnel on training and education for County employees.

Reviews and updates all training curriculum in order to make sure that it reflects the current status of the law as it applies to the Department.

Advises and updates Department staff and volunteer commissioners on current developments in the law relevant to the Department and its mission and mandate.

Assists the Director in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

Advises the Director on matters confidential in nature.

Advises the Public Information Officer on questions related to the Freedom of Information Act.

Reports matters of legal relevance to the President's General Counsel and accepts assignments from the Director and President's General Counsel as necessary.

Consults with the President's General Counsel and the Cook County State's Attorney as needed or requested including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Represent the Department before the Department of Administrative Review or in conjunction with the Office of the Cook County State's Attorney

Knowledge, Skills and Abilities

Extensive knowledge of local, state and federal human rights and ethics ordinances, laws and standards.

Legal research and writing skills.

Analytical skills, including the ability to elicit and evaluate information, formulate opinions and make recommendations relative to the mission and mandate of the Department.

Administrative and supervisory skills, ability to communicate effectively both verbally and in writing with superiors and subordinates.

Excellent organizational skills; ability to handle a caseload, coordinate various projects in a timely manner; and respond, as necessary to emergency situations, must be attentive to details.

Experience and skill in handling individuals with grievances; must possess the ability to handle difficult and/or tense situations with tact and diplomacy.

Must possess strong mediation and interpersonal skills; ability to act professionally under highly emotional situations; ability to act as a mediator.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with Cook County officials, parties, witnesses and documents as they relate to the duties and responsibilities of the Department.

Must possess general typing, filing and word processing skills.

Minimum Qualifications

Possession of a Juris Doctor degree from an accredited law school and licensed to practice law in the State of Illinois PLUS two (2) years of experience in the practice of civil rights litigation or employment law or working as an in-house attorney for a governmental entity.

Preferred Qualifications

Excellent writing and communication skills.

Litigation or investigative experience.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

JC: 5368

Revised 05/12 revised 10/9/12 correction made (grade 22 to grade 24)