

## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

118 N. Clark Street, Room 230  
Chicago, Illinois 60602  
(312) 603-5656



### STANDARD JOB DESCRIPTION

#### Chief Legal Counsel

**Job Code:** 7712

**Job Title:** Chief Legal Counsel

**Salary Grade:** 24

**Position I.D. No.:** 0035855

**Status:** Shakman Exempt

**Division:** Administration

#### Job Summary

The Chief Legal Counsel (CLC) reports to the Chief Deputy Clerk/Chief of Staff. This individual is responsible for the overall leadership and direction of legal services to the County Clerk's Office in three distinct areas 1) the overall management and administration of all legal services to all operations and administration of the Cook County Clerk's Office; 2) acts as the Freedom of Information Act (FOIA) officer; and 3) oversees the Property Fraud Investigations department.

The CLC will collaborate with all other attorneys assigned to various departments in the Clerk's Office, to ensure compliance with all applicable statutes, ordinances and laws. The CLC advises the Clerk and Chief Deputy Clerk on sensitive matters, drafts and advises on legislation and rulemaking; collaborates with the Chief Ethics Officer to monitor compliance and analyze ethics and personnel questions; and analyzes any number of issues that arise in the Clerk's Office with other County agencies. This position will evaluate and provide input on all substantive issues in the Clerk's Office that have potential legal implications.

This position will have access to confidential and sensitive information and will participate in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

#### Essential Job Duties

##### General Legal Services:

- Provide legal counsel and guidance to upper management on all legal matters relevant to the Clerk's Office including election law, labor and employment law, policies and procedures, rule and regulations, contracts/grants/procurement, worker's compensation, finance, and corporate government compliance.
- In collaboration with Clerk personnel provide strategic advice to enhance Office goals, initiatives, and policies, identifying challenges, opportunities for improvement, and developing solutions with teams.
- Represent the Clerk's Office as a point of contact for all legal matters.
- Manage the overall litigation related to the County Clerk's Office.
- Coordinate and direct litigation with the Cook County State's Attorney's Office. Respond to subpoenas.

- Meets with Chief Deputy Clerk and Deputy Chief of Staff & Labor Counsel regularly to provide status reports on all pending litigation against the CCCO.
- Work with Executive Team to ensure the Clerk’s Office operations and initiatives are in compliance with all laws, rules, and best practices.
- Assists the Clerk, Chief Deputy Clerk, and relevant Deputy Clerks with the legislative policy agenda and any new policy initiatives including analyzing legislative policy, while maintaining strict confidentiality on all policy matters.
- Conduct investigations, review, and audit matters impacting the Clerk’s Office.
- Act as the point of contact for investigations involving the Office of the Independent Inspector General.
- Stay apprised of all legal actions affecting the Clerk’s Office and inform Executive Team of the status of legal affairs.
- Review proposed legislation and ordinances.
- Draft, review and negotiate contracts, including technology, professional services, procurement, etc.

FOIA Officer

- Overall administration and management the Freedom of Information Act (FOIA) within the Cook County Clerk’s Office.
- Oversees responses to requests for information, data, and documents to ensure exemptions and privacy concerns are met prior to release of information.
- Coordinate with the Tax Department, Vital Records, Customer Service, Elections, and Recording Services to obtain responsive material.
- Respond and act as a point of contact for Office of the Attorney General’s Public Access Counselor requests and investigations.
- Maintain certification and keep abreast of FOIA laws, rules, and regulations.

**Minimum Qualifications**

- Possession of J.D. from an accredited law school.
- Currently licensed to practice law in the State of Illinois in good standing.
- Seven (7) years of full-time paid work experience as a practicing attorney including experience in motion practice, oral argument, drafting complex advice letters or contracts.

**Preferred Qualifications**

- Five (5) years of full-time paid work experience advising executive or administrative level clients.
- Five (5) years of full-time paid work experience with Election law and familiarity with the election and filing cycles.
- Five (5) years of full-time paid work experience with privacy and FOIA law.
- Five (5) years of full-time paid work experience with employment and labor law.

**Knowledge, Skills, and Abilities**

- Working knowledge of Cook County and local government operations.
- Knowledge of local government, election, regulatory, contract, employment/labor, FOIA, and government financing law.

- Knowledge of election processes, timeframes, rules and regulations.
- Ability to conduct hearings, coordinate deliberation, elicit testimony, and make competent, decisive rulings within a short timeframe.
- Strong analytical and critical thinking skills, with the ability to spot risks and apply practical solutions and results among a group of competing interests.
- Excellent writing and oral skills communications, with the ability to clearly and concisely communicate complex legal issues and matters to senior executives.
- Strong organizational skills, with attention to detail, and coordination of projects among large groups of people.
- Strong leadership skills, including strategic planning, the ability to develop relationships at all levels of the Clerk’s Office and throughout Cook County government and complete large-scale initiatives.
- Highest ethical and professional standards and knowledge of rules of ethics and compliance.
- Experience working within a large, multi-department organization with complex matrix organizational structure.
- Experience in ethics, compliance and risk management, or investigations.
- Management experience, including direct supervision of attorneys, paralegals, and other support staff.
- Experience with local government boards, including the Cook County Board of Commissioners.
- Experience handling ethics complaints, investigations, and risk management.
- Experience with public interest or government services.
- Keen interpersonal skills, emotional intelligence and the ability to diffuse tense situations.

**Physical Requirement**

- Standing and walking for moderate periods of time
- Ability to sit for at least two (2) hours at a time
- May have to lift 10 lbs.
- Long periods of time working on computer requiring vision and typing capabilities