



CITY OF CHICAGO

JOB ANNOUNCEMENT

DEPARTMENT OF LAW

DEPUTY CORPORATION COUNSEL – TORTS DIVISION

Number of Vacancies: 1

The City of Chicago's Law Department is seeking an attorney for the position of Deputy Corporation Counsel in the Torts Division. This position is responsible for overseeing the operations of the division, which comprises approximately 33 attorneys, 15 support staff, and the department's claims unit.

The Torts Division defends the City and its employees in personal injury, wrongful death, property damage, and workers' compensation claims. The Division represents virtually every City department and handles a broad range of cases, including slip and falls, medical, nursing, and paramedic malpractice, police pursuits, defamation, infrastructure design, construction defects, mass casualty, property demolition, and 9-1-1 malfeasance. The Torts Division also represents the City as a plaintiff in a limited range of cost-recovery actions, especially property damage and admiralty claims. The Torts Division maintains an extremely active motion and trial practice.

Some of the essential duties of the position include, but are not limited to: planning and establishing division goals and objectives; evaluating division operations; preparing operational and administrative reports summarizing division activities; directing the coordination and preparation of the division's annual budget; participating in the development of legal policies and procedures for client departments; monitoring and prioritizing division workload to ensure incoming cases are assigned based on legal experience and are handled expeditiously; analyzing legislation and court rulings relative to existing tort law and city policies; preparing settlement authorization requests; authorizing settlements; approving the hiring of expert witnesses; providing legal and practical answers to division attorneys' questions on strategic, tactical, and emergency issues; answering emergency and other inquiries from client departments; instructing City employees in risk-management techniques and applicable statutory and common law; conducting federally mandated Medicare filing; keeping up to date on all statutory changes and common law opinions regarding torts practice; instituting progressive discipline for underperforming division employees; filing motions and trying cases in complex civil torts litigation.

Application process

You **must** submit the following materials in hard copy to: City of Chicago, Department of Law's Legal Recruiter, 30 N. La Salle Street, Suite 1640, Chicago, IL 60602.

- Cover letter explaining how you meet the qualifications and have the knowledge, skills, and abilities listed below
- Resume
- Law school transcript
- Two writing samples
- Copy of your ARDC card (or your admitted state bar's equivalent)

Writing Samples

All writing samples submitted in consideration for employment must comply with the following criteria:

1. Each writing sample submitted must be no less than five (5) pages and no more than twenty (20) pages.
2. Each writing sample must be written by the applicant within two years of submission.
3. Each writing sample must be accompanied by a cover page explaining:
 - a. the sample's original purpose, i.e., a writing class, moot court brief, memorandum for an employer;
 - b. when and for whom the sample was written;
 - c. the extent of editing by any third party;
 - d. if the writing sample is an excerpt from a larger document, identify that larger document and provide context, if necessary.

If an applicant chooses to submit a writing sample containing confidential or privileged information, the applicant must identify the steps taken (redactions, name changes or consent from the client or employer) to preserve the confidential or privileged nature of the document.

THIS POSITION IS SHAKMAN EXEMPT.

Minimum Qualifications

Graduation from an ABA-accredited law school and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705); a minimum of fifteen (15) years of experience as a licensed, practicing attorney with progressively responsible legal and managerial experience.

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Preference may be given to candidates possessing the following:

- Minimum 20 jury trials in the Circuit Court of Cook County involving tort claims
- Minimum 20 dispositive motions on cases of potential exposure of \$1 million or more
- Experience supervising other employees

Knowledge, Skills, and Abilities:

- Intimate knowledge of all common law and statutory immunities applicable to torts practice
- An exceptional and intimate familiarity with Illinois tort law, both statutory and common law
- Excellent oral communication skills and the ability to interact effectively with a wide variety of clients and their concerns and legal needs, often on an emergent basis
- Excellent ability to write effectively, persuasively, and often under tight time constraints on substantive, procedural, and policy issues
- The ability to identify legal problems relating to client policies or procedures and be able to construct and propose effective solutions
- The ability to assess and delegate work effectively based on an attorney's or a staff member's capabilities
- Superior judgment in managing both professional and non-professional personnel
- Exceptional trial skills, including written and oral communication and the ability to evaluate cases for settlement or trial

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Evaluation: Your initial evaluation will be based on the documents submitted. Applications must be submitted by the individual applicant. No second party applications will be accepted.

Residency Requirement: An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976, TTY 312-744-5035. You will be required to provide information regarding your request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Opportunity/Affirmative Action Employer

Salary: \$137,076 / annually

City of Chicago
Rahm Emanuel
Mayor

Department of Law
Stephen R. Patton
Corporation Counsel

Department of Human Resources
Soo Choi
Commissioner