



**Code: 1666**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

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## **CLASS TITLE: CHIEF INVESTIGATIVE LAW OFFICER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, supervises the Civilian Office of Police Accountability (COPA) legal section, responsible for the review of legal matters, procedures and protocols of investigations involving allegations of excessive force or official misconduct against members of the Chicago Police Department, including allegations of domestic violence and cases involving serious injury; and performs related duties as required

### **ESSENTIAL DUTIES**

- Consults with COPA management on legal issues related to investigations and prepares and supervises the preparation of legal memoranda, reports, advisories, and notifications detailing investigative findings and recommendations to ensure legal analysis of case investigations comply with established protocols and quality control standards
- Supervises and assigns caseloads to staff Attorneys and Paralegals, prepares work schedules and monitors staff productivity to ensure the timely and efficient processing of case assignments
- Assists in formulating and implementing policies and procedures pertaining to the standardization of reporting requirements and ensures adherence with the legal aspects of the COPA investigative process
- Confers with the Law Department to assist with the prosecution or defense of investigations, performance audits, program reviews and Freedom of Information Act (FOIA) inquiries
- Reviews investigative files and records to ensure that department findings and recommendations are complete and adhere to established ordinances, regulations and legal standards
- Supervises and performs legal research of local, State and Federal ordinances, laws, and statutes relative to COPA activities and operations and recommends improvements for compliance
- Confers with law enforcement and prosecutorial entities to assist with investigations and prosecutions of criminal law violators
- Coordinates legal staff training on legally defensible investigative report writing and participates in the development of training for COPA investigative staff on the legal aspects of data gathering and for reporting purposes
- Compiles and summarizes work activity reports
- Consults with department management to evaluate staffing needs for staff Attorneys and Paralegals
- Collaborates with recruitment staff in the Department of Human Resources to create and advertise job vacancies

**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.*

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**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- Graduation from an American Bar Association (ABA) accredited law school, plus five (5) years of work experience in the legal profession as a licensed attorney, of which (2) two years are in a role related to criminal, administrative, or civil investigations

**Licensure, Certification, or Other Qualifications**

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to the Illinois Supreme Court Rule 705)
- Work experience in managing or coordinating the work of attorneys or investigators, is preferred

**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**

Considerable knowledge of:

- \*the legal system and the principles and practices of civil and transactional law
- \*legal research methods, techniques, and resources

Moderate knowledge of:

- \*courtroom procedures and legal terminology
- supervisory methods, practices, and procedures
- \*administrative adjudication principles and practices
- \*applicable local laws, regulations, and guidelines
- \* Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**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
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

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- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
  - \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
  - NEGOTIATION - Bring others together and trying to reconcile differences
  - OPERATIONS ANALYSIS - Analyze needs and product requirements to create a design
  - PERSUASION - Persuade others to change their minds or behavior
  - \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
  - \*INSTRUCTING - Teach others how to do something
  - \*LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
  - 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
- \*COME UP WITH IDEAS - Come up with a number of ideas about a topic
- \*MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- \*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
- SOCIAL ORIENTATION – Prefer to work with others rather than alone and being personally connected with others on the job

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.

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

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
November, 2017