



Code: 1609

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: ASSOCIATE GENERAL COUNSEL - CCPSA

CHARACTERISTICS OF THE CLASS

Under direction, the class works under the direction of the General Counsel functioning as a legal and policy advisor within the Community Commission for Public Safety and Accountability (CCPSA), and performs related duties as required

ESSENTIAL DUTIES

- Ensures Commission and District Councils policies, programs, and procedures are compliant with applicable laws, ordinances, and best practices
- Conducts complex legal and policy research on new, existing, and/or proposed local, state, and federal laws and ordinances applicable to public safety accountability
- Coordinates the work of consultants and outside counsel participating in comprehensive legal research projects
- Drafts and reviews comprehensive policies for implementation in department operations (e.g., Chicago Police Department, Civilian Office of Police Accountability and Police Board)
- Reviews and analyzes legal trends in law enforcement and civil rights
- Maintains working relationships with other governmental offices representing the department in meetings and working groups
- Writes briefs and reports on the status of legislation and other governmental initiatives for the department
- Assists in the development of the department's legislative strategy and refinement throughout the year
- Provides legal support to the Commission and District Councils (e.g., reviewing legal documents, legislation, contractual reviews, responding to requests for documents and information)
- Drafts legal responses in response to requests for information, ensuring compliance with freedom on information policies and applicable laws
- Conducts or facilitates training and workshops to inform staff, Commissioners and District Council members of relevant legal and policy issues, including new or modified policies and regulations

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 plus two years of work experience in the legal profession as a licensed attorney and one year of work experience in policy development, policy analysis, or policy advocacy

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 police accountability policies and operations
- applicable local laws, regulations, and guidelines
- *the legal system and the principles and practices of municipal law
- *legal research methods, techniques, and resources
- *public administration principles and practices
- *public policy, research and development
- *legal writing and analysis
- *legal policy- based reasoning
- *governing rules in a large-scale organization
- *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
- 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
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- 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
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- 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
August, 2022