



OFFICE OF THE CITY TREASURER

KURT A. SUMMERS, JR.

NOTICE OF JOB OPPORTUNITY

Legal Fellowship (Volunteer) – City Treasurer’s Office – Unpaid TC#0407

OVERVIEW: The City Treasurer’s Office is seeking candidates for a part-time legal fellowship (10-20 hours/week) during the 2018-2019 academic year (fall and/or spring semester). The legal fellow will work closely with the General Counsel. In addition, the legal fellow will have access to a wide array of programming, including: attending weekly lunch conversations with senior staff, participating in professional development sessions led by senior staff, attending events in City Hall and across Chicago, and working collaboratively to create a formal policy proposal to present to senior staff.

ABOUT THE TREASURER’S OFFICE: The City Treasurer is a citywide elected official who acts as Chicago’s primary financial steward, serving the City’s residents, businesses, and employees in three functions: as an investor, banker, and advocate. As Chicago’s investor, the City Treasurer is responsible for managing the City’s approximately \$7 billion investment portfolio and is charged with appropriately balancing risk, returns, and liquidity needs for funding the City’s day-to-day operations. As Chicago’s banker, the City Treasurer deposits all money belonging to the City and is responsible for maintaining records and accounts while also providing reports on the state of the City’s finances. As Chicago’s advocate, the City Treasurer leads numerous programs that promote financial education and small business growth throughout Chicago’s neighborhoods.

DUTIES AND RESPONSIBILITIES: The legal fellow will be responsible for working on legal and policy issues in the City Treasurer’s Office. Specific projects may be related to:

- **Legal Support:** Writing legal reports, gathering documents, reviewing contracts, and other legal support to assist the General Counsel.
- **Legislative Analysis:** Researching local, state-wide, and federal legislation as it relates to the office’s portfolio.
- **Policy Research:** Writing quantitative and/or qualitative policy research on topics such as small business lending, housing, and financial education programs to inform the development and implementation of office initiatives.

NOTE: Resume and other relevant documentation, if applicable, will be required at the time of application. Only applicants who submit all the required documents will be considered.

These are temporary positions.

SALARY: This is an UNPAID fellowship. However, the City Treasurer’s Office will work with your program on funding opportunities, if applicable.

CLOSING DATE: Open until further notice.

INSTRUCTION: Interested candidates should send a Resume and other relevant documentation to the attention of:

**Asher Mayerson
City Treasurer's Office
121 North LaSalle Street
Room 106
Chicago, IL 60602**

OR

Asher.Mayerson@cityofchicago.org

The City of Chicago is an Equal Opportunity Employer.

If you are a person with disability and require a reasonable accommodation in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312 744-4976 (voice) or 312 744-5035 (TTY). You may be required to provide information to support your reasonable accommodation request.

Students who are Deferred Action Recipients are encouraged to apply for volunteer and internship opportunities. You must provide your Employment Authorization Document at the time of hire. In addition, if you are selected for a paid internship, you must also have a social security card. If you do not have a social security card, you can obtain one by following the instructions on this link: http://www.socialsecurity.gov/pubs/deferred_action.pdf

**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