

Job Description

Assistant Corporation Counsel III - Federal Civil Rights Litigation Division

361865

Description

DEPARTMENT OF LAW

Federal Civil Rights Litigation Division

The City of Chicago's Law Department is seeking an attorney for the position of Assistant Corporation Counsel III (ACC) in the Federal Civil Rights Litigation Division. The Division defends alleged civil rights violations or state law liability claims based on allegations of police misconduct or abuse of authority in both federal and state courts. The Division has two sections: (1) the City Defense Section which defends the City of Chicago against allegations such as *Monell* policy claims; and (2) the Individual Defense Section which defends sworn and civilian police personnel against allegations such as false arrest and excessive force. Each ACC is assigned to one section. ACCs in each section must have sophisticated and complex litigation skills involving extensive motion practice, client counseling, intensive fact and expert discovery, and trial practice in lower exposure cases. They work under the supervision of the Supervisors and Chiefs in their Section, and the Deputies of FCRL.

Qualifications

Application Process and Materials

You must submit an on-line application along with your resume here on this site by the **post-extension date November 21, 2023**.

- Cover letter that (1) includes the position title and job number as noted on the posting; and (2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills, and abilities listed below;
- Resume;
- Law school transcript (official or unofficial);
- One writing sample
- Current printout of your attorney registration status from the Illinois ARDC website

NOTE: Candidates experiencing trouble uploading the required documents to our system may e-mail the documents to: DOL.Application@cityofchicago.org. However, uploading documents directly to your CAREERS applicant profile is our preferred method of receipt.

Failure to submit all materials will result in your application not being considered for the position.

NOTE REGARDING PUBLIC SERVICE LOAN FORGIVENESS: Working for the City of Chicago Department of Law may qualify you for loan forgiveness under the federal Public Service Loan Forgiveness Program. For detailed information contact your federal loan servicer.

NOTE REGARDING REFERENCES AND ADDITIONAL MATERIALS: Please do not submit references with your hard copy materials. Please do not send to us any materials other than those we have specifically

requested above. Submission of references and/or additional materials other than what is specifically requested above shall result in your application not being considered for the position.

NOTE REGARDING QUESTIONS: If you have any questions regarding how to apply, please contact the Department of Human Resources. Please note that due to the volume of applications we receive, the Recruiting and Personnel Sections in the Department of Law are not able to take or return emails or phone calls seeking any information pertaining to the position or the process. Only those applicants selected for an interview will be contacted. Thank you for your interest in the City of Chicago Department of Law.

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE.

Qualifications

Graduation from an American Bar Association accredited law school with a Juris Doctor degree and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705).

Disclaimer - "Accredited" means any American law school that has passed and maintains the requirements of accreditation by the American Bar Association (www.americanbar.org).

Knowledge, Skills and Abilities

Ideal candidates will possess:

- Litigation experience in one or more of the following areas: drafting pleadings and other court documents, drafting substantive motions, arguing substantive motions taking or defending depositions, handling evidentiary hearings, assisting in jury or bench trials, or clerking for a state or federal court judge;
- Superior writing, research, and editing skills;
- Superior communication skills (written/verbal);
- Experience counseling and advising clients;
- Exceptional organizational skills;
- The ability to work well with others;
- The ability to exhibit initiative on assigned tasks; and
- The ability to organize, prioritize, monitor, and control workflow deadlines.
- Commitment to public service.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete, and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

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.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable. **Please see address listed above of where to send required materials.**

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: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy 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). Please be prepared to provide information in support of your reasonable accommodation 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 Employment Opportunity and Military Friendly Employer.

City of Chicago

Brandon Johnson

Mayor

Posting Date Nov 1, 2023 | **Closing Date (Period for Applying) - External:** Nov 21, 2023
BU: 09 | **Salary:** commensurate w/ exp **Pay Basis:**Yearly