



Cook County Board of Review

118 N. Clark Street, Room 601
Chicago IL 60602

Job Code:	9605
Job Title:	General Counsel and Chief Ethics Officer
Salary Grade:	24
Dept. Budget No.	1050
Position I.D.	5404
FSLA Status	Exempt

Salary Range 140,000-178,000 annually

Job Description

General Overview

Acts as internal legal advisor and general counsel to the Board of Review Commissioners in all matters related to the statutory authority and execution of powers of the Board of Review Commissioners. May function as a legal resource to the Chief Deputy Commissioner, Secretary of the Board, Chief Clerk of the Board, chiefs of staff, or other designees of the Board of Review Commissioners. Interprets the legal ramifications of proposals, policy directives, and other actions planned or undertaken by the Board of Review Commissioners or designees. Has supervisory authority over the Freedom of Information Officer and advises on matters related to the Freedom of Information Act. Serves as Chief Ethics Officer. Supervises and interfaces with outside legal counsel in the representation of the Board of Review Commissioners or designees. Works with the Office of the State's Attorney as necessary to evaluate litigation, respond to document requests, prepare for matters related to administrative review, and address opinions pertaining to federal, state, or local legislation. Consults with the Office of the Cook County State's Attorney as required. Advises the Board of Review Commissioners, Chief Deputy Commissioner, Secretary of the Board, Chief Clerk of the Board, Chiefs of Staff, or other designees of the Board of Review Commissioners as needed regarding critical legal matters as well as litigation. Research and drafts policies, procedures, ordinances, and agreements as necessary. May assist in the negotiation and drafting of various contracts. The General Counsel and Chief Ethics Officer is a direct report to the Chief Deputy Commissioner.

Key Responsibilities and Duties

Provides legal counsel to the Cook County Board of Commissioners and their respective designees, Chief Deputy Commissioner, Secretary of the Board, and Chief Clerk of the Board in a variety of matters pertaining to the executive function as well as department and agency functions, duties, powers, and responsibilities set forth and defined by the County ordinance, state, or federal law and serves as Chief Ethics Officer.

Helps formulate and define legitimate and appropriate positions to be taken by the Board of Review Commissioners or designees. Conducts legal research and advises as necessary or requested.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office on legislative or civil proceedings where required, including on legal issues regarding the interpretation and enforcement of County ordinances and policies.

Reads, analyzes, and answers correspondence pertaining to a variety of legal questions of immediate concern.

May assist departments in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements.

Handles special projects of specific purposes and confidential nature as required.

Provides advice on procedural rules and policies pertaining to the interpretation and enforcement of applicable ordinances, as well as general policy and procedure.

Drafts ordinances, agreements, contracts, policies, procedures, and other relevant documentation.

Responsible for supervising the Freedom of Information Officer. Interprets the scope of Freedom of Information Act (FOIA) requests, identifies the agency records sought, and ensures that reasonable, well-documented searches are made to identify responsive records.

Reports matters of legal relevance to the Cook County Board of Commissioners and their respective designees, Chief Deputy Commissioner, Secretary of the Board, and Chief Clerk of the Board as necessary.

Assists the Cook County Board of Review management team in making legal determinations on taxpayer filings and inquiries.

Assists the Secretary of the Board and the Chief Deputy Commissioner in creating and updating training materials and curriculum in relevant legal issues. Aids in conducting training for the Cook County Board of Review staff.

Develops and implements policies related to records retention matters. Researches and analyzes issues related to the Illinois Property Tax Code 35 ILCS 200 as well as related state and local property and real estate laws.

Counsels the Cook County Board of Commissioners and their respective designees, Chief Deputy Commissioner, Secretary of the Board, and Chief Clerk of the Board on employment and labor related matters.

Promulgate ethics-related policies and procedures for the Cook County Board of Review in conjunction with the Chief Deputy Commissioner and Secretary of the Board of Review.

Represents the Cook County Board of Review in matters before administrative agencies.

Investigates and responds to administrative charges filed against the Cook County Board of Review.

Directs, coordinates, and supervises assignments to outside legal counsel as necessary.

Knowledge, Skills, and Abilities:

Thorough knowledge of the law as it pertains to real estate taxation, real estate transactions, local and municipal government, labor and employment, litigation, contracts, and workers' compensation.

Skills in researching, interpreting, and arguing law as it pertains to the responsibility and authority of the Cook County Board of Review; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances, and resolutions of local, state, and federal governments.

Knowledge of transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

Skilled in negotiating and drafting various legal agreements and ability to coordinate litigation efforts.

Knowledge of Freedom of Information and Open Meeting laws. Knowledge of state, local and federal regulations.

Excellent writing and communication skills.

Must be computer literate, skilled, and efficient in entering and retrieving data and able to utilize Cook County Board of Review systems and databases.

Must be proficient in Microsoft Office, Lexis-Nexis, PACER, and other legal research sites.

Minimum Qualifications

A Juris Doctor (J.D.) degree conferred by an American Bar Association-accredited university. Must be licensed to practice law in the State of Illinois.

A minimum of five (5) years of progressively responsible legal experience, and exposure in (4) or more of the following areas is required:

Experience in administrative or municipal law, real estate transactions, real estate taxation, labor and employment practice, litigation, and contracts.

Detailed knowledge of applicable federal and state laws.

Detailed knowledge of the Illinois Real Property Tax Code 35 ILCS 200.

Detailed knowledge of the principles of real estate, employment, contractual, constitutional, and administrative law.

Working knowledge of the methods and practices of legal research and investigation, judicial procedure, and the rules of evidence.

Experience managing attorneys and support staff.

Exceptional advocacy, analytical, oral, and written communication skills.

Ability to work cooperatively and effectively in a team environment to resolve issues and make effective decisions.

Organizational skills and ability to manage numerous projects simultaneously under pressure. Problem solver able to expeditiously assess issues and provide sound legal advice.

Strong work ethic, integrity, sound judgment, initiative, and strategic thinking skills.

Demonstrate strong management experience, including leading teams and executing administrative oversight.

Establish/Maintain Cook County, Illinois, Residency – Employees are required to live full-time within the geographic boundaries of Cook County, Illinois.

Preferred Qualifications

A Masters of Law (LL.M or M.L.) degree conferred by an American Bar Association accredited university.

A minimum of seven (7) years of progressively responsible legal experience and exposure

in four (4) or more of the following areas is also required: Administrative or municipal law, real estate transactions, real estate taxation, labor and employment practice, litigation, and contracts.

Legal experience as an attorney at a law firm or legal department of a municipality.
Prior experience as an ethics officer or agency ethics designee.

Physical Requirements

Visual acuity to review and edit written communication for long periods of time. Repetitive use of handles to and or operate standard office equipment.

Regular use of telephone and electronic devices to communicate.

Ability to occasionally lift files, voluminous documents, and electronic equipment up to a weight of 35 pounds.

Sit for extended periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.