

COOK COUNTY BOARD OF REVIEW

ASSISTANT GENERAL COUNSEL – FOIA OFFICER

Job Code: 9803
Job Title: Assistant General Counsel – FOIA Officer
Salary Grade: 23
Department Budget No: 0145623
Job Location: Chicago, IL (On-site)
FLSA Status: Exempt

Salary Range: \$85,237 – \$117,285 Annually
Job Posting Date: 07/25/2023

Job Summary

The Assistant General Counsel – FOIA Officer reports to the General Counsel, who also serves as the Chief Ethics Officer. The Assistant General Counsel – FOIA Officer is responsible for providing quality and efficient legal services to the Cook County Board of Review (“CCBOR”).

The Assistant General Counsel - FOIA Officer will be responsible for coordinating all FOIA requests for CCBOR records in accordance with the Illinois Freedom of Information Act (“FOIA”), 5 ILCS 140/1 et seq., and other legal matters as directed by the General Counsel or the Executive Team.

Essential Job Duties

- Receives and processes all requests for records submitted by the public pursuant to FOIA and ensures that the CCBOR’s response(s) to all requests are compliant with FOIA and state/federal laws. The Assistant General Counsel - FOIA Officer must successfully complete electronic FOIA training within 30 days after assuming the position. Thereafter, Assistant General Counsel - FOIA Officer must successfully complete the electronic training each year.
- Interacts with all CCBOR Departments in order to determine if there are documents related to the requests, reviews and determines if documents are responsive and/or are exempt from disclosure.
- Prepares written responses to all requests in a timely manner as required under the FOIA. statute.
- Maintains the CCBOR’s electronic FOIA database by inputting and updating data.
- Conducts legal research and completes tasks set forth by the Commissioners, or their designees, General Counsel, Chief Deputy Commissioner, the Secretary of the Board, or the Chief Clerk in an organized and thorough manner. Prioritization and deadlines will be established by the General Counsel.

COOK COUNTY BOARD OF REVIEW

- Prepares written responses to the Attorney General's Public Access Counselor (PAC)'s inquiries and formal Requests for Review.
- Assists the General Counsel in the management of all CCBOR litigation; monitors the Cook County State's Attorney's Civil Division and Special State's Attorneys in litigation matters including the preparation, review and disclosure of all pleadings, discovery responses and materials, the coordination of witness preparation and deposition testimony, oversees all trial preparation, filings and litigation.
- Assists the General Counsel in reviewing and/or updating the CCBOR training curriculum in order to make sure that it reflects the current status of the law as it applies to the CCBOR.
- Participates in departmental disciplinary procedures and assists in establishing policies to foster positive relationships with and among employees.
- Ensures that internal CCBOR policies are in compliance with applicable regulatory rules, Cook County ordinances and statutes as required.
- Assists with contract compliance as it relates to County contracts, memorandum of understanding, intergovernmental agreements, and professional service agreements to ensure that the vendor and CCBOR are both complying with terms of the contract.
- Assists in drafting, revising, or analyzing ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc. Conducts legal research as needed.
- Maintains confidentiality and ensure that the organization faithfully performs pursuant to federal, state, and local statutes, regulations, and ordinances. Adhere to the code of ethics and professionalism.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to use computer-based technologies to manipulate, create, store and retrieve information including but not limited to Microsoft Office applications
- Ability to communicate well with others, to answer questions and inquiries, and to coordinate communication and updates concerning FOIA to relevant Department personnel.
- Excellent analytical, legal research, organizational, and writing skills.
- Able to work cooperatively and effectively in a team environment to resolve issues and make effective decisions.
- Ability to satisfactorily prepare and complete various reports in a timely manner.

COOK COUNTY BOARD OF REVIEW

- Knowledge of and ability to use sound judgment in identifying issues that may have a high-cost impact or legal implications for the organization, referring those issues to senior leadership.
- Ability to work with limited supervision.

Minimum Qualifications

- A Juris Doctorate (J.D.) from an accredited institution. Must be licensed to practice in the State of Illinois.
- A minimum of three (3) years of progressively responsible legal experience in the areas of FOIA, civil, municipal, real estate taxation and/or contract law.

Preferred Qualifications

- Five (5) years of progressively responsible legal experience in the areas of FOIA, civil, municipal, real estate taxation and/or contract law.
- Previous experience as a FOIA officer and/or interpreting the scope of FOIA requests, identifying records sought and/or responding to FOIA requests.
- Knowledge of Freedom of Information Act and Privacy Act laws, policies, and regulations.
- Experience working in the government contracts and procurement field.
- Knowledge of applicable federal and state laws.
- The Assistant General Counsel - FOIA Officer will work with every department within the CCBOR and therefore experience working with a multi-departmental agency is welcome.
- Knowledge of the Illinois Real Property Tax Code 35 ILCS 200/1-130.
- Technical proficiency and ability to work within multiple electronic record systems.

COOK COUNTY BOARD OF REVIEW

Physical Requirements

- Visual acuity to review and edit written communication for long periods of time.
- 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.

Residency Requirements

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

The Cook County Board of Review prohibits all unlawful discrimination in its hiring and promotional process.