

Cook County Board of Review



General Counsel/Chief Ethics Officer

Department:	Board of Review	Job Code:	9605
Grade:	24	Shakman Status:	Exempt
Salary:	\$155,000 -\$165,000	FLSA Status:	Exempt

JOB SUMMARY

The Cook County Board of Review (CCBOR) is a quasi-judicial agency that reviews and adjudicates property tax appeals. The role of the General Counsel is to provide strategic counsel to the CCBOR in all matters related to its statutory authority and execution of powers. The General Counsel provides direct oversight of the Freedom of Information Act (FOIA) Officer and serves as the Chief Ethics Officer. The General Counsel provides direction and leadership in all matters involving litigation. Also, the General Counsel proactively raises legal and policy issues and develops recommended solutions consistent with CCBOR's mission, goals, and objectives. The General Counsel consults with the Office of the Cook County State's Attorney as needed and required. The General Counsel is a direct report to the Chief Deputy Commissioner.

KEY RESPONSIBILITIES AND DUTIES

Provides strategic counsel to the CCBOR in all matters related to its statutory authority and execution of powers.

Provides direction and leadership in all matters involving litigation and proactively raises legal and policy issues and develops solutions consistent with CCBOR's mission, goals and objectives.

Serves as the Chief Ethics Officer ensuring compliance with CCBOR procedural rules, policies, and enforcement of applicable laws and Cook County ordinances.

Promulgates ethics related policies and procedures for the CCBOR in conjunction with the Chief Deputy Commissioner and Secretary of the Board of Review.

Provides direct oversight of the Freedom of Information Act (FOIA) Officer.

Ensures compliance with the Open Meetings Act including response to potential violations to the Attorney General's Office.

Consults with the Office of the Cook County State's Attorney as needed and required.

Keeps abreast of Federal, State, and local laws and regulations that impact the CCBOR.

Assists in amending ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements, etc. when needed.

Assists in drafting contracts, agreements, and memorandums of understanding.

Ensures contract compliance in accordance with the Cook County Procurement Code.

Serves as a resource CCBOR analysts in making legal determinations on taxpayer inquiries and filings.

Creates and updates training and resource materials annually for staff and external stakeholders.

Represents the CCBOR in labor and employment matters including arbitration and before the Illinois State Labor Relations Board when needed.

Conducts research and analyzes issues related to the Illinois Property Tax Code 35 ILCS 200.

Represents the CCBOR in matters before administrative agencies when needed.

Develops and implements policies related to records retention matters.

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.

QUALIFICATIONS

A Juris Doctor (JD) degree conferred by an American Bar Association accredited university. Masters of Laws, (LLM) is a plus.

Must be licensed to practice law in the State of Illinois (Active Illinois Bar License) and must submit a letter from ARDC with good standing.

Ten (10) years or more of progressively responsible legal experience and exposure.

Ten (10) or more with experience in the following areas litigation, administrative, municipal, real estate or labor and employment law.

Five or more years' experience of managing others.

Legal experience as an attorney at a law firm or legal department, including public sector.

Prior experience as an ethics officer or agency ethics designee is preferred.

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.

Demonstrated ability to solve problems expeditiously, assess issues, and provide recommendations.

Strong work ethic, integrity, and strategic thinking skills.

Demonstrated ability to perform duties that require considerable confidentiality and sensitivity, initiative, tact and independent judgment.

PHYSICAL REQUIREMENTS

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

Repetitive use of handles to and 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.

BENEFITS

Top Tier Medical Benefits: Medical Plans, Prescription Drug Benefit, Dental Plans, Vision Plan and 7 Additional voluntary benefit plans

- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 15 vacation days annually; and Paid sick leave)
- Pension Plan
- Financial Support Programs and Resources: Life Insurance, Flexible Spending Accounts – Dependent Day Care, Commuter Benefits, Discounted Parking, PSLF Eligibility, and Deferred Compensation
- Health/Wellness Perks: Flexible Spending Accounts-Health Care, Employee Assistance Program and MyHealth Connections wellness program.

Any offer of employment will be contingent on the applicant passing a background check.

RESIDENCY REQUIREMENT

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.

COOK COUNTY BOARD OF REVIEW IS AN EQUAL OPPORTUNITY EMPLOYER