



COOK COUNTY
**ASSESSOR'S
OFFICE**

Fritz Kaegi, Assessor

LEGAL COUNSEL- LABOR AND EMPLOYMENT

Department:	Legal	Job Code:	9784
Grade:	22	Shakman Status:	Exempt
Hiring Process:	Exempt	FLSA Status:	Exempt

Job Summary

Reporting directly to the Director of Labor and Employment or the Deputy Assessor- Chief Legal Officer, the Legal Counsel is responsible for providing legal advice and acting as a legal resource for the Cook County Assessor's Office (CCAO). The Legal Counsel researches, analyzes, and interprets policy directives within CCAO. The Legal Counsel is responsible for assisting on labor and employment-related matters, including arbitrations and Labor Relations Board matters, and may also interact with and respond to higher complexity taxpayer inquiries requiring outstanding customer service skills, as assigned. The Legal Counsel represents CCAO in matters, as assigned, based upon areas of practice emphasis.

Essential Job Duties

- Acts as internal legal advisor to the Assessor, Chief Deputy Assessor, and CCAO executive team on labor and employment law matters or assigned matters related to the statutory authority and execution of the powers of the Assessor and CCAO.
- Assists in interpreting the legal ramifications of proposals, policy directives, and other actions planned or undertaken by CCAO, and may be called upon to assist taxpayers with their understanding of the current status of laws, CCAO policies, and the interaction between laws and policy in simple, plain language.
- Researches and drafts policies, procedures, and agreements, as necessary, within the framework of applicable laws to fulfill the business needs of CCAO.
- Drafts legal documents (e.g., letters, memoranda, contracts, etc.) in response to Freedom of Information Act and other requests for information and ensures documents conform to the law.
- Provides support on labor matters, including evidence collection, responding to document requests, witness preparation, legal research, and brief writing.
- Assists in tracking and analyzing current or completed litigation.
- Assists in the strategy development, negotiation, and drafting of various matters, including collective bargaining proposals and agreements.
- Advises on matters related to the Freedom of Information Act, property tax law including exemptions, exempt and omitted properties and incentive properties.
- Assists the CLO and the Director of Labor & Employment in conducting training for CCAO staff in relevant legal issues, including creating and updating training curriculum and materials.
- Assists, as assigned, on particular projects and job duties based upon subject matter expertise, including: serving as a Freedom of Information Officer; developing and implementing policies related to records retention matters; researching and analyzing issues related to the Illinois Public Labor Relations Act, Personnel Records Review Act, Property Tax Code and related state and local property and real estate laws; counseling on labor-related matters; promulgating ethics related policies and procedures; developing and implementing labor and employment

related policies and procedures within CCAO, in conjunction with the Deputy Assessor – Chief Legal Officer, Director of Labor & Employment, Human Resources, and Compliance; representing CCAO in matters before arbitrators or administrative agencies; or investigating and responding to administrative charges filed against CCAO.

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.

Minimum Qualifications

- Juris Doctorate degree from an accredited law school.
- Two (2) years of work experience as a licensed attorney.
- License to practice law in the State of Illinois.

Preferred Qualifications

- One (1) or more years of experience in a compliance or legal role in a governmental setting.

Knowledge, Skills, and Abilities

- Knowledge of and ability to consistently interpret and apply CCAO policies, Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Knowledge of assessment practices and appraisal theory or ability to gain such knowledge.
- Basic knowledge of labor/employment law.
- Proficiency with Microsoft Office suite (Word, PowerPoint, Teams and Excel).
- Experience in developing and implementing internal compliance policies for an organization.
- Strong organizational, problem-solving and analytical skills with acute business acumen and an ability to approach legal issues with a holistic mindset; demonstrated ability to analyze legal and institutional and propose creative, innovative solutions.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to work with others; excellent interpersonal skills in dealing with others.
- Ability to interact directly with the public and taxpayers, providing guidance and information regarding CCAO assessment and valuation practices.
- Ability to establish and meet CCAO and departmental deadlines and effectively utilize time with limited oversight.
- Ability to provide oversight of all activities related to the formation, implementation, and communication of CCAO’s legislative initiatives, often with little oversight.
- Ability to lead and cooperate on specific projects related to the functions of the CCAO.
- Ability to use discretion and judgment in providing appropriate information in any given situation involving the public.
- Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to utilize CCAO systems and databases.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and meetings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: June 16, 2023