



DEPUTY ASSESSOR – CHIEF LEGAL OFFICER

Department:	Legal	Job Code:	7721
Grade:	24	Shakman Status:	Exempt
		FLSA Status:	Exempt

Job Summary

Reporting directly to the Chief Deputy Assessor, the Deputy Assessor – Chief Legal Officer (CLO) will provide strategic counsel to the Assessor and senior leadership, and supervises, directs, plans, and is responsible for the overall management and direction of the Legal Department as well as the legal functions of the Cook County Assessor's Office (CCAO). The CLO's duties include providing direct oversight of the Department staff's work performance, addressing and resolving staff concerns and questions, issuing performance evaluations and initiating disciplinary action, In addition, the CLO develops plans for the provision of legal support to the Office, utilizing both in-house and outside counsel. The CLO, along with the Chief Deputy Assessor and the other Deputies, is responsible for building and maintaining a culture that combines the highest standards of integrity with responsive, practical approaches to furthering the work of the CCAO. The CLO proactively raises legal and policy issues in addition to developing possible solutions and ensuring that advice provided by the Legal Department is consistent with CCAO's mission, goals, and objectives.

Essential Job Duties

- Acts as general counsel for the CCAO, strategizing and advising on CCAO structure, policy, procedure and general organization as well as federal, state and local legislation impacting the CCAO and its execution of powers.
- Provides practical advice and counsel regarding the statutory authority and execution of the powers of the Assessor and CCAO, including, but not limited to, policy review and creation, labor and employment issues, assessment investigations, contract and procurement review, and records management.
- Proactively identifies potential legal concerns regarding long-range planning and strategic goals for CCAO.
- Helps in establishing and maintaining an effective and fully compliant internal control system with federal, state and local statutes and regulations.
- Conducts and coordinates research into a variety of legal issues.
- Oversees the selection, retention and active management of outside counsel.
- Oversees the Office's relationship with the Cook County State's Attorney's Office on all litigation matters.
- Provides legal counsel on issues arising from actual or anticipated lawsuits, and to prevent future ones.
- Writes, reviews, and edits reports, opinions, correspondence, contracts, and other legal documents.

- Consults with the Chief Deputy Assessor and other Deputies within the Assessor's Office as required.
- Together with the Deputy Assessor – Chief Administrative Officer, provides overall advice and guidance on conflicts of interest within the CCAO staff.
- Promotes and supports policies, procedures, mission, values and standards of ethics and integrity.
- Assists in the development of conflict management plans to ensure conflicts are appropriately documented and managed within the CCAO.
- Acts as the CCAO Ethics Officer (or delegates this function to another attorney in the Legal Department).
- Works with the Director of Training and Continuous Improvement to conduct training for CCAO staff in relevant legal issues, including creating and updating training curriculum and materials.
- Provides leadership and direction for CCAO Legal Department staff.
- Oversees and directs the staffing and daily operations of the Legal Department.
- Supervises and reviews activities and performance of the Legal Department staff and approves time records and leave requests for the Director of Legal and other direct reports.
- Ensures staff productivity and development, promotes good morale, and establishes performance measures of reporting staff.
- Conducts performance evaluations of Legal Department staff.
- Manages, mentors and trains attorneys within the Legal Department, including direct reports and dotted-line reports staffed outside the Legal Department.
- Administers CCAO policies and procedures and ensures that Directors and Managers are adequately trained to perform their essential job duties.

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,
- Ten (10) years of work experience as a licensed and practicing attorney.
- License to practice law in the State of Illinois.
- Three (3) years of work experience managing or supervising employees in a legal capacity.

Preferred Qualifications

- Prior leadership of an in-house or governmental legal department.

Knowledge, Skills, and Abilities

- Knowledge of CCAO's operations, procedures, policies, practices, guidelines, assessment and valuation practices, or ability to quickly gain such knowledge.
- Strong general knowledge of residential, commercial and industrial real estate markets in Cook County.
- Working knowledge of CCAO's Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Knowledge of assessment practices and appraisal theory.
- Knowledge of labor/employment law.
- Proficiency with Microsoft Office suite (Word, PowerPoint, and Excel).

- Skilled at writing and editing internal and external communications related to CCAO's legislative initiatives, policy changes, mission, and operational status.
- 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 work with others; excellent interpersonal skills in dealing with the public and co-workers.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to interact directly with the general 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 Assessor's Office.
- 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 buildings 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: January 15, 2019