



DIRECTOR OF LEGAL

Department: Legal
Grade: 24

Job Code: 5189
Shakman Status: Exempt
FLSA Status: Exempt

Job Summary

Reporting directly to the Deputy Assessor – Chief Legal Officer (CLO), the Director of Legal assists the CLO with the supervision, direction, planning and responsibility of the overall management and direction of the Legal Department within the Cook County Assessor's Office (CCAO). The duties of the Director of Legal include providing direct oversight of the work performance of the Legal Counsel and support staff working in the Legal Department, while maintaining a workload of matters delegated to the Legal Department, addressing and resolving staff concerns and questions, issuing performance evaluations and initiating disciplinary action. In addition, the Director of Legal assists the CLO in facilitating the fair and timely assessment of property by providing prompt and accurate legal advice to all departments within CCAO. The Director of Legal provides direction and leadership to the CCAO with respect to legal issues related to CCAO's long-range planning and strategic goals, as well as CCAO's mission, goals, and objectives.

Essential Job Duties

- Assists the CLO in providing 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.
- Conducts and coordinates research into a variety of legal issues.
- Consults with the Chief Deputy Assessor, the CLO and other Deputies within the Assessor's Office as required.
- Assists the CLO in the selection, retention and active management of outside counsel.
- Assists the CLO 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 and reviews legal memoranda in order to present legal advice to the Assessor.

- Together with the Chief Deputy Assessor, the CLO and the Deputy Assessor – Chief Policy Officer, participates in developing CCAO’s legislative policies and priorities, both at the local and state level.
- Together with the Deputy Assessor – Chief Administrative Officer, and the CLO, 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 the CLO in overseeing and directing the staffing and daily operations of the Legal Counsel.
- Prepares productivity reports of the Legal unit’s work activities and the status of pending projects.
- Assists the CLO in conducting training for CCAO staff in relevant legal issues, including creating and updating training curriculum and materials.
- Helps to ensure staff productivity and development, promotes good morale, and establishes performance measures of reporting staff.
- Conducts performance evaluations of Legal Counsel and other direct reports.
- Manages, mentors and trains attorneys within the Legal Department, including direct reports and dotted-line reports staffed outside the Legal Department.
- Helps to ensure that activities and results are consistent with the CCAO mission, goals, and objectives.
- Helps to administer CCAO policies and procedures and provides instruction to staff regarding CCAO policies and procedures.
- Other duties as delegated by the CLO.

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.
- Seven (7) 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.

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), or the ability to gain such knowledge.
- 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 converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to work with others; excellent interpersonal skills in dealing with the public and co-workers.
- 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