

ATTORNEY

JOB ANNOUNCEMENT

Civilian Office of Police Accountability (COPA)

Number of Positions: 1 (potential for 2 additional positions pending budget approval)

This position is with the City's Civilian Office of Police Accountability (COPA) and provides legal counsel in support of the agency's mission to conduct fair police misconduct investigations and advises the investigative staff and department management on matters related to the department's operations, and performs related duties as required.

In this capacity, the Attorney:

Under direction of senior management, the Attorney provides legal counsel to investigators regarding all substantive issues that arise from the office's investigations.

- Provides advice on legal issues related to investigations including issues concerning local, state, and federal laws, statutes and contracts.
- Provides legal counsel on topics such as: evidence collection, labor and employment including collective bargaining agreements and the employee's duty to cooperate, and the interpretation and enforcement of statutes and ordinances.
- Advises the Investigators and Supervising Investigators on strategic and legal investigative matters, including investigative techniques and the strength of evidence obtained.
- Writes and edits summary investigative reports.
- Performs legal research; writes and edits legal memoranda on issues related to investigations.
- Prepares affidavits and other documents for criminal, civil or administrative actions.
- Coordinates with outside law enforcement and prosecutorial entities as appropriate.
- Provides training on legal issues as requested by senior management.
- Assists in the development of departmental policies, procedures, and programs, as required
- Performs related duties as required.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm (limited after hours availability as required)

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications

Graduation from an American Bar Association (ABA) accredited law school, plus three years of work experience in the legal profession as a licensed attorney

NOTE: You must include a writing sample (10-15 pages in length) as an attachment to your application. The writing sample must be an original work (either wholly or substantially authored by you) and must reflect legal reasoning, such as a legal memo, motion to court, legal article or research paper.

Licensure, Certification, or Other Qualifications

Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

NOTE: You must also provide your valid U.S. driver's license at time of processing.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and** specific job duties. (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Application Instructions: Interested applicants should apply at the City of Chicago's application website: www.cityofchicago.org/CAREERS

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty

for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?” In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationary verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference**

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer

City of Chicago
Rahm Emanuel, Mayor

Department of Human Resources
Soo Choi, Commissioner

Please note, all positions with the City of Chicago close promptly at 11:59pm C.D.T. Applications for this position will be accepted until 11:59p.m. CDT on March 12, 2019. No exceptions will be made.