

PARALEGAL II

BID/JOB ANNOUNCEMENT

Civilian Office of Police Accountability

These positions are open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) – (BARGAINING UNIT #01, 03, 04, 05)

IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE BID ONLY SITE AT: www.cityofchicago.org/CAREERS (Once the website opens, scroll down and click on the button titled "Bid Opportunities.")

IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED "ALREADY EMPLOYED BY THIS COMPANY", CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT. YOU MUST USE THE EMPLOYEE NUMBER FOUND ON THE UPPER LEFT-HAND CORNER OF YOUR PAY CHECK STUB LABELED "PAYEE/EMPLOYEE NUMBER." (NO OTHER FORMAT OR SYSTEM CAN BE USED TO OBTAIN YOUR EMPLOYEE NUMBER).

FAILURE TO CHECK THE "ALREADY EMPLOYED BY THIS COMPANY" BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.

Number of Positions: 1

Under supervision, this position with the Civilian Office of Police Accountability functions at the senior level, providing paraprofessional legal and administrative support to attorneys and investigators, and performs related duties as required

DUTIES:

- Assists attorneys in anticipation of litigation
- Collects and organizes information and legal documents to respond to subpoenas and requests for information and to prepare for motions, trials, and depositions
- Reviews and examines legal digests such as Lexis Nexis and WestLaw to conduct legal research for attorneys'

- Researches and analyzes statutes, judicial decisions, and legal codes as it pertains to information requests
- Prepares and summarizes legal documents (e.g., summonses, motions, subpoenas)
- Prepares subpoenas, as directed by attorneys
- Prepares and writes documents for answers and discovery
- Corresponds with the relevant parties on the status of discovery
- Indexes court documents and depositions for record keeping purposes
- Prepares and maintains documents for motions, pleadings, and claims
- Prepares exhibits and documents to support investigations and in preparation for legal proceedings
- Attends federal and state court proceedings on behalf of agency
- Delivers legal or proprietary documents to offices, personnel, and courtrooms, as required
- Coordinates and oversees routine legal functions of subordinate staff, as required
- Responds to legal inquiries, distributes notices of motion and orders, and prepares outgoing documents for mailing
- Receive and prepares responses to FOIA requests
- Notarizes documents

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

THIS POSITION IS IN THE CAREER SERVICE

Graduation from an accredited college or university with a Bachelor's degree, and a paralegal certificate from a paralegal training program accredited by the American Bar Association, or an equivalent combination of education, training and experience

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: 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 which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

Preference will be given to candidates possessing the following

- Bachelor's degree or higher
- Previous experience as a paralegal in criminal or civil litigation
- Previous work experience as a paralegal
- Previous work experience researching and responding to information request such as discovery, subpoenas, and FOIA

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 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.

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 28, 2019**. No exceptions will be made.

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