



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
ASSISTANT CORPORATION COUNSEL**

EFFECTIVE DATE: June 6, 2022

DEPARTMENT: General Government	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 0410	RANGE: NA	PENSION: IMRF	UNION: NU
REPORTS TO: Corporation Counsel	LEVEL OF SUPERVISION RECEIVED: General Supervision		LICENSE/CERTIFICATES: Valid Illinois State Class D Drivers' License License to practice law in the State of Illinois

SUMMARY:

Under general direction performs a variety of legal work for the Village municipal government by providing legal guidance to Village officials and Village staff. This position handles the day-to-day legal responsibilities of the Village and reports to the Corporation Counsel while working collaboratively with the Village Manager and Staff. Duties includes but are not limited to: assisting with enforcement and protection of the rights of the Village, participating in the prosecution and defense of lawsuits, conducting legal research and drafting legal documents such as legal opinions, memoranda, contracts and ordinances.

This highly responsible position requires strong communication skills, writing/research/editing skills, workflow management skills, a willingness and ability to handle a wide variety of substantive law duties and assignments.

This position assists Corporation Counsel with communication to Village officials and staff, as well as responding to and interacting with business owners, contractors, attorneys, residents, and others within and outside the organization.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Provides legal advice to Village officials and Village staff, including Department Directors. Assists with enforcement and protection of the rights of the Village. Assists Corporation Counsel with communication to Village officials and staff.	Weekly 50%

2.	Researches issues to determine if proposed actions, policies/procedures are legally sound.	Weekly 25%
3.	Prepares and gives legal opinions on all phases of municipal government including but not limited to: Open Meetings Act, Freedom of Information Act, Land use law and zoning processes and procedures, easements or property interest law, State of Illinois liquor and raffle licensing, franchising agreements, lease agreements and municipal code violations. Reviews and drafts ordinances, resolutions, motions, petitions, pleadings, briefs, contracts, citations, deeds, and leases.	Weekly 25%
4.	Review and approve asset seizure documents. Preview petitions for expungement, contest petitions if appropriate.	Monthly 15%
5.	Assists residents with contractor code issues.	Weekly 10%
6.	Pre-trial preparation. Assists with prosecution and defense of lawsuits in which the Village is a party. Assists with enforcement of all judgments or decrees entered in favor of the Village and of all similar interlocutory orders.	Monthly 15%
7.	Oversight of Adjudication Court process & procedures – communicate with Hearing Officer on process issues, ensure compliance with Cook County Court expectations.	Monthly 15%
8.	Provides legal advice to Village department personnel related to issues with Village residents.	Monthly 5%
9.	Prepares and files liens. Monitors lien status and re-files, if needed, to keep liens up to date.	Monthly 15%
10.	Provides legal advice to the P & Z Commission regarding land use/development related questions. Answers questions related to hearings, property rights, property line locations and neighbor issues.	Monthly 20%
11.	Reviews and responds to freedom of information act requests and modifies internal procedures when appropriate. Assists FOIA Officers and staff in responding to Freedom of Information Act requests and appeals	Monthly 10%
12.	Reviews and prepares amendments and additions to the Municipal Code for Corporation Counsel, Village Manager and Village Board.	Weekly 5%
13.	Assists staff in the preparation of files for litigation or for collection of outstanding debts owed the Village.	Monthly 10%
14.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Serves as Village Corporation Counsel as needed by attending Village Board meetings and representing the Village at other meetings, when necessary.
2.	Some limited travel within Cook County.
3.	Performs other duties, tasks, and responsibilities as assigned by Corporation Counsel.

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

High school education with vocational training

High school diploma or general education degree (GED)

Two or more years of college coursework in related field

Associate's degree (A.A.) from two-year college or technical school

Bachelor's degree (B.A.) from four-year college or university

Master's degree (M.A.)

Doctoral degree (Ph.D)

Degree or coursework should be in...

Juris Doctorate degree

Law degree from an accredited law school and admission to the Illinois Bar

Experience Level (Select one - required)

No prior experience or training required

Six months to one year related experience

One to two years related experience

Two to four years related experience

Four to ten years related experience

Municipal / Public Agency / Real Estate Law experience preferred

Admission to US District Court a plus

Additional Experience (Select as appropriate)

Experience in supervisory capacity...

Experience in management capacity...

Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

Entry and processing of data

Word Processing data

Spreadsheet software

Database software

Specialized applications:

Proficiency in Microsoft applications, including Outlook.

Computerized legal research exp. required, such as West Law

Familiarity with PACER

Familiarity with Circuit Court of Cook County

Electronic Filing System

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
- Preferred
- Required
- Ability to speak and/or read, write and comprehend.
- Required Language:**

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- **Professional knowledge of general legal principles and practices, particularly municipal law, real estate law, Open Meetings Act, FOIA and other laws effecting local government operations.**
- **Skill in analyzing issues in light of the law and interpreting the law accurately.**
- **Skill in legal research methodologies.**
- **Skill in effective communications, both oral and written, with individuals from diverse backgrounds and cultures.**
- **Skill in preparing legal opinions/memoranda.**
- **Knowledge and experience in pre-trial preparation and trials/appeals; administrative law practice and municipal code adjudication hearings; property tax issues including commercial property tax appeals; and land use development, including plats and incentive agreements.**
- **Knowledge of the process and law related to letters of credit and performance bonds.**
- **Skill in public speaking.**
- **Demonstrates strong analytical, critical thinking, and problem-solving skills and must demonstrate the ability to maintain confidentiality.**
- **Proficiency in Microsoft applications, including Outlook. Computerized legal research experience required, such as West Law. Familiarity with PACER. Familiarity with Circuit Court of Cook County Electronic Filing System.**

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	_____	<u> X </u>	_____
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	<u> X </u>	_____	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	<u> X </u>	_____	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<u> X </u>	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	<u> X </u>	_____	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

 X Corrected vision of...

As required by the State of Illinois to drive a motor vehicle

 X Uncorrected vision of...

As required by the State of Illinois to drive a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	<u> X </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	<u> X </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	<u> X </u>	_____	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	<u> X </u>	_____	_____
High noise level (Shouting/ear protection may be needed)	<u> X </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

Department Director

Reviewed Approval:

Human Resources Management Director

Approved:

Village Manager

Effective Date: _____

Revision Date: _____