

OFFICE OF THE COOK COUNTY
RECORDER OF DEEDS

Human Resources

118 N. Clark Street, Room 230
Chicago, IL 60602
(312) 603-5095

**STANDARD JOB DESCRIPTION
Chief Legal Counsel**

Job Code: 0398
Job Title: Chief Legal Counsel
Salary Grade: 24
Division: Legal

Department Budget No. 1301159
Position I.D. # 9501885
Shakman Status: Exempt

Job Summary

The Chief Legal Counsel reports directly to the Recorder of Deeds and Chief Deputy Recorder with general responsibility for providing assistance and counsel to the administration and personnel on legal matters which impact the Recorder of Deeds. He or she oversees all legal research and writing; researches, interprets and drafts legislation, inclusive of statutes, ordinances, and resolutions; and supervises outside counsel providing services to the Recorder's Office. The Chief Legal Counsel interfaces with other government agencies in drafting legislation and intergovernmental agreements and is the primary contact point for federal, state or local law enforcement agencies, including the States Attorney Office and the Illinois Attorney General's Office, for all legal matters other than matters related to security. The Chief Legal Counsel oversees licensing agreements for leased Recorder of Deeds' Office space and drafts, reviews and oversees all contracts issued by the County on behalf of the Recorder's Office. He or she manages and directs the Recorder's Legal Section, inclusive of all Clerical/Support Staff and Attorney Staff. He or she consults with the Deputies Recorder, Office Directors and supervisors in developing and implementing long- and short-term plans designed to ensure continued improvement and effectiveness of operations. He or she advises Recorder personnel to ensure Office compliance with all legislation and regulations. He or she assists Labor Counsel regarding collective bargaining matters, inclusive of 3rd Step Grievance hearings and written briefs and serves as the final legal review for all policy matters involving the Recorder's Office and labor union representing employees of the Office.

The Chief Legal Counsel is an Exempt Position, and his or her employment may be subject to Political Reasons or Factors. The Chief Legal Counsel to the Recorder's Office shall be selected by the Recorder.

Essential Job Duties

- Advises all Executive Staff, including the Recorder, Chief Deputy Recorder and Deputies Recorder, on legal matters.
- Designated contact person for the Recorder's Office with federal, state and local law enforcement agencies (other than on matters involving security) and with outside counsel providing services to the Recorder's Office.

- He or she oversees the responses to all Freedom of Information Act matters and other matters relating to statutes and ordinance affecting the Recorder's Office such as Refusals to Act and Release Deeds and prepares reports and legal opinions relative to Office policy and practice.
- Researches, analyzes and drafts legislation including interfacing with other government agencies on behalf of the Recorder of Deeds.
- Accepts and responds to Service of Process, Summons, Subpoenas, Notices, and Pleadings and oversees all litigation involving the Recorder or the Recorder's Office, including appearing as necessary on behalf of the Office before administrative agencies and courts of law.
- Prepares reports and legal opinions regarding office policies and practice.
- Works directly with the Deputies Recorder, office Directors, and supervisors to implement plans for the continued improvement and advancement of the Office.
- Supervises all Attorneys, Clerical/Support staff in the Recorder's Legal Section.
- Assists Labor Counsel with negotiation and interpretation of labor contracts, the disciplinary process and creation and implementation of policies and procedures.

Minimum Qualifications

- Possession of J.D. from an accredited law school.
- Licensed to practice law in the State of Illinois for a minimum of five years.
- At least three years of litigation experience, including motion practice and legal writing.
- Prior experience with real estate law, involving transactions or litigation.
- Prior experience with legislative drafting or analysis.

Preferred Qualifications

- Prior experience representing local, state or federal government agencies before administrative and or court adjudicators.
- Prior experience with labor or employment law.

Knowledge, Skills and Abilities

- Extensive knowledge of relevant law in the following areas: Illinois Constitution, Counties Code, Real Estate Transaction Law, Recorder's statutes, Real Estate Transfer Tax Law, Conveyances Act, Freedom of Information Act, Plat Act, State and Federal Tax Lien Law, Local Records Commission Act, Torrens Act, Monument Act, Mechanics Lien Act, Probate Act, Family Law, Military Discharge Act, E-Commerce Security Act, Rental Housing Act, Uniform Commercial Code, Property Law, Estate Planning and Trust Law, Foreclosure, Criminal Law, Labor Law Bankruptcy, Religious Corporation Act, Corporations Act, Condominium Act and Home Rule statutes. Knowledge of and ability to quickly and effectively grasp and utilize the policies, protocols, systems, procedures and technical vernacular of the Office and Cook County.

- Excellent legal research and writing skills, demonstrating the ability to clearly articulate legal issues and analysis necessary.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Ability to perform highly-specialized drafting work independently, including the composition of letters, memoranda, reports and legal briefs.
- Ability to direct technical and clerical activities following professional management methods.
- Ability to exercise good judgment in making decisions, reorganizing established precedents and in meeting new problems.
- Ability to travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

Any offer of employment will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing.

The duties listed are not set forth for purpose 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 of an employee's normal line of work.