

## **Cook County Recorder of Deeds**

118 N. Clark Street, Room 230  
Chicago, Illinois 60602

Job Code: 42  
Job Title: Administrative Assistant to Recorder  
(Proposed title change: Labor Counsel)  
Salary Grade: Grade 23  
Department: Recording Division  
Dept. Budget No. 1301154  
Position I.D. # 9501866  
Shakman Status: Exempt

### **Characteristics of the Position**

#### **General Overview**

The Labor Counsel functions as the Legal Advisor to the Recorder and assists in the development and enforcement of office policy, program execution, liaison, public relations, and other executive functions. The Labor Counsel recommends changes in existing policies and practices, assists in defending legal actions against the Recorder, and renders legal advice and assistance to the Recorder. Labor Counsel creates the Recorder's Personnel Policies and Procedures Manual. The Labor Counsel reviews applications for Family Medical Leave pursuant to the Family Medical Leave Act (FMLA), reviews the medical certification, and assists in the determination whether to grant or deny an FMLA request. He or she represents the office during local and universal contract negotiations. The Labor Counsel also prepares documentation and communicates directly with the State's Attorney in preparation for outside legal matters

The Labor Counsel is an Exempt Position, and his or her employment will be subject to Political Reasons or Factors. The Labor Counsel shall be selected by the Recorder.

#### **Key Responsibilities and Duties**

Supervise investigations of employee misconduct, including, but not limited to sexual harassment complaints. Monitor employee disciplinary actions and grievance proceedings and represent the Recorder in third step employee grievances.

Handle arbitration proceedings.

Develop new policies and procedures by conducting administrative studies for the improvement of operating efficiency.

Coordinate collective bargaining negotiations and may assist outside counsel with union contract negotiations.

Advise management regarding FMLA, the Americans with Disabilities Act, and all Collective Bargaining Agreements.

Assist in authorizing or denying FMLA requests based upon medical certifications provided.

Maintain data necessary for the preparation of the quarterly reports to the President's Office.

Attend conferences and meeting on behalf of the Recorder's Office, and assists in legal affairs between the Recorder's Office and Cook County State's Attorney's Office.

Inspect and review confidential reports, estimates, and statistical information provided by staff.

Review legal and other periodicals in order to report significant matters to the Recorder.

### **Knowledge, Skills and Abilities**

Knowledge of Employment-related matters such as workplace discrimination/harassment, wages and benefits, workplace health and safety, wrongful termination and family medical leave.

Extensive knowledge of relevant law in the following areas, Illinois Constitution, Labor Law and Real Estate.

Ability to demonstrate tact and diplomacy in dealing with employee issues in a wide range of diverse situations.

Ability to formulate and implement policies limiting the risk of potential labor disputes.

Excellent legal research and writing, demonstrating the ability to clearly and concisely articulate legal issues analysis.

Courtesy and ability in handling the public, attorneys, and other professional personnel.

### **Minimum Qualifications**

J.D. from an accredited law school and licensed to practice law in the State of Illinois.

Knowledge of real estate, employment, and labor laws.

**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.**

JC: 042

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