

# OFFICE OF THE COOK COUNTY RECORDER OF DEEDS

## Labor Counsel Job Description

Job Code: 0042  
Job Title: Labor Counsel  
Salary Grade: 23  
Division: Administration

Department Budget No. 1301154  
Position I.D. # 9501866  
Shakman Status: Exempt

### Job Summary

The Labor Counsel reports directly to the Recorder of Deeds and Chief Deputy Recorder with general responsibility for providing legal advice and counsel to the Administration and personnel on matters related to collective bargaining negotiations and any other union issues that may impact the Cook County Recorder of Deeds (CCRD). The Labor Counsel functions as a Legal Advisor to the Recorder and assists in the development and enforcement of office policy, program execution, public relations, and other executive functions pertaining to labor and employment. 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. The Labor Counsel assists in the drafting of the CCRD's Personnel Policies and Procedures Manual. He or she represents the office during local and universal contract negotiations. The Labor Counsel also prepares documentation and communicates directly with the Cook County State's Attorney in preparation for outside legal matters. The Labor Counsel consults with the Deputies Recorder, Directors and Supervisors in developing and implementing long and short-term plans designed to ensure continued improvement and effectiveness of operations.

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

### Essential Job Duties

- Acts as an internal legal advisor to the Recorder, Chief Deputy Recorder, and Deputies Recorder within CCRD on all union matters, labor negotiations, or compliance with any relevant collective bargaining agreements.
- Assists in developing the CCRD's policy in conjunction with the Executive Staff including but not limited to the Recorder, Chief Deputy Recorder and Deputies Recorder.
- Attends regular meetings with the Recorder, Chief Deputy Recorder, and all Executive Staff members in order to discuss policy, confidential matters, and any CCRD initiatives.
- Represents the CCRD in matters filed before administrative agencies including but not limited to: EEOC, Illinois Department of Human Rights, and Illinois Department of Labor.
- Assists outside counsel for the CCRD, including but not limited to the Cook County State's Attorney's Office, regarding matters filed before an administrative agency.
- Assists and advises the CCRD on compliance with the CCRD Employment Plan, the CCRD Personnel Policy and Procedures Manual, and any relevant collective bargaining agreements.
- Reviews all Incident Reports in conjunction with the Director of Compliance.
- Acts as advisor to Recorder in all matters related to labor relations, discipline, layoffs, terminations, and any other related matter that may arise between Recorder management and the employees or their union.

- Attends Discipline Track meetings with Chief Deputy Recorder and other CCRD senior management in order to monitor disciplinary matters, ensure timeliness and consistent practices with regard to discipline.
- Oversees the disciplinary process including creation and implementation of policies and procedures related to discipline.
- Maintains the CCRD Disciplinary spreadsheet in an accurate, consistent and timely manner.
- Monitors all employee disciplinary actions and grievance proceedings and represents the Recorder in third step employee grievances.
- Represents the CCRD at all arbitration proceedings.
- Drafts settlement agreements related to union grievance matters.
- Manages confidential collective bargaining negotiations, including both local and universal negotiations, and may also assist outside counsel with union contract negotiations.
- Acts as advisor to the Recorder throughout all confidential collective bargaining negotiations including any impact to CCRD operations.
- Prepares ground rules for all union negotiations and drafts tentative agreements related to negotiations.
- Negotiates and drafts any memorandums of understanding or memorandums of agreement with the union.
- Manages and oversees any mandated reduction in force within the CCRD.
- Advises the CCRD Human Resources Department on matters related to FMLA and ADA as needed.
- Conducts legal research on behalf of the Recorder's Office.
- Inspects and reviews confidential reports, estimates, and statistical information provided by CCRD staff.
- Attends conferences and meetings with various Cook County agencies on behalf of the Recorder's Office.
- Reviews legal and other periodicals in order to report significant matters to the Recorder.
- Assists the Human Resources Department with conducting interviews by participating in interview panels as needed.
- Attends and participates in CCRD outreach events, as needed.

**This list represents the essential tasks performed by the Position. Employees may be assigned additional Position-related duties by management as required.**

#### **Minimum Qualifications**

- Possession of J.D. from an accredited law school.
- Currently licensed to practice law in the State of Illinois.
- Five (5) years of full-time paid work experience as a practicing attorney in labor relations, labor law, human resources, and/or employment law or other related field.

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

- Knowledge of the law pertaining to local and municipal government in Illinois, particularly with respect to Cook County government.
- Knowledge of Labor and Employment-related matters such as workplace discrimination/harassment, wages and benefits, workplace health and safety, wrongful termination and family medical leave.
- Knowledge of CCRD's Employment Plan, Manual and the Collective Bargaining Agreement between SEIU LOCAL 73 and the CCRD.
- Knowledge of common real estate and other recording-related documents within the CCRD.
- Knowledge of ancillary CCRD programs and services, such as property fraud alerts and recordation and retrieval of Veteran's discharge documents.
- Extensive knowledge of labor law.
- Knowledge of and ability to resolve complex labor disputes through negotiations.

- Strong leadership and organizational skills.
- Skill in planning, developing and completing complex assignments with minimal direction.
- 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.
- Skill in planning, developing and completing complex assignments with minimal direction.
- Ability to exercise good judgment in making decisions and solving problems.
- Ability to work with others and utilize excellent interpersonal skills.
- Ability to establish and maintain confidentiality and trust.
- Ability to speak clearly and concisely before large and small groups.
- Ability to meet Office deadlines and effectively utilize time with limited oversight.

#### **Physical Requirements**

- Long periods of time working on computer requiring vision and typing capabilities.

**COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**