

# Jessica L. Kalal

## Employment

**Mickey, Wilson, Weiler, Renzi & Andersson, P.C.**, Sugar Grove, Illinois  
Attorney, August 2013-the present

Represent and serve as general counsel for various public bodies throughout Kane and surrounding counties, including municipalities, school districts, fire protection districts, public housing authorities, and water reclamation districts. Advise and assist public bodies with numerous aspects of governmental operations, including attending open meetings; advising on the Illinois Open Meetings Act and Illinois Freedom of Information Act; drafting board policies, ordinances, and employee handbooks; providing review and interpretation of local, state, and federal laws; contract preparation and review; small claims litigation; traffic court prosecutions; investigating and responding to employee complaints, including those filed with the Equal Employment Opportunity Commission and Illinois Department of Human Rights; and providing trainings of public body employees. In addition, represent various individuals and businesses on numerous litigation matters, involving claims for personal injury, breach of contract, and forcible entry and detainer. Represent employers and employees in the prosecution or defense of discrimination and harassment claims. Involved in all aspects of litigation, including drafting substantive pleadings, written and oral discovery, pre-trial and trial. Attend court on a regular basis in Kane, DuPage, Will, and Kendall Counties, for case management conferences, contested hearings, and bench trials.

- **Special Assignment: City of Aurora, Special Counsel**, July 2018- the present  
Serve as Special Counsel for the City of Aurora in the City's Legal Department. Involved in and assist with review and revision of local ordinances and policies; contract preparation and review; attending City Council and Committee meetings; attending staff meetings; legal research; and a variety of other legal matters. Attend court on behalf of the City to prosecute claims for building code violations. Work closely with the City's Corporation Counsel, Assistant Corporation Counsels, and staff in various day to day operations involving the Legal Department and City.

**Mulherin, Rehfeldt & Varchetto, P.C.**, Wheaton, Illinois  
Attorney, September 2010-August 2013

Represented insurance companies and their insureds in the defense of professional malpractice cases, primarily, legal malpractice matters. Attended court on a regular basis in Kane and surrounding counties. Involved in all aspects of litigation, including drafting substantive pleadings; written and oral discovery; pre-trial and trial. Handled cases on appeal, including drafting appellate briefs, as well as drafting and filing a successful Petition for Leave to Appeal that was granted by the Illinois Supreme Court.

## Bar Admissions:

- Supreme Court of Illinois- 2010
- United States District Court, Northern District of Illinois- 2011
- United States District Court, Central District of Illinois- 2015

## Professional Honors, Memberships, and Speaking Engagements

- 2019 *Illinois Rising Star*, by *Illinois Super Lawyers*
- Illinois State Bar Association

- Kane County Bar Association
- Kane County Local Government Committee
- National Council of School Attorneys
- Illinois Council of School Attorneys
- Presenter at Kane County Bar Association Local Government seminars on Freedom of Information Act and Open Meetings Act issues; National Business Institute seminars on special education law; and Illinois Association of Fire Protection Districts annual conference on concealed carry law. Provide legal in-services and presentations to clients on a variety of legal matters.

## **Education**

### **The John Marshall Law School, Chicago, Illinois**

#### **Juris Doctor, May 2010**

- Dean's List: Fall 2009 and Spring 2010
- Moot Court, ABA National Appellate Advocacy Competition- Miami, Florida, Spring 2009
- Herzog Oral Argument Competition- *Octofinalist* (approximately 140 participants), Fall 2008
- 1L Mock Trial, Spring, 2008

### **Elmhurst College, Elmhurst, Illinois**

#### **Bachelor of Arts in English, *Cum Laude*, May 2006**

- Sigma Tau Delta, National English Honor Society
- Softball 2003-2006: team captain 2005 and 2006; named Defensive MVP 2004 and 2006

**CITY OF AURORA  
JOB DESCRIPTION**

**JOB CODE: 274  
SALARY GRADE: E14  
EFFECTIVE: 11/1/2017**

**ASSISTANT CORPORATION COUNSEL**

**Definition**

Under administrative direction of the Corporation Counsel, the Assistant Corporation Counsel advises and represents the City in legal actions; researches legal questions, reviews contracts, and drafts ordinances, resolutions, and legal opinions.

**Equipment/Job Location**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine.

**Essential Functions of the Job**

1. Assist with prosecuting or defending or supervising the prosecution or defending of all suits of any nature which may be initiated by or filed against the city, or in which the city may be an interested party including but not limited to injunction proceedings, challenges to City ordinances, City code violations and other civil actions.
2. Researches questions regarding points of law to include the interpretation of State laws and City ordinances, the legality of proposed ordinances; prepares and/or reviews contracts.
3. Draft ordinances and resolutions upon the request of the Mayor, members of the City Council or department heads.
4. On occasion, attends regular and special meetings of the City Council its committees, and assist the council in its deliberations.
5. Represents the City in routine court proceedings as directed by the Corporation Counsel
6. Acts as a liaison to the Aldermen and render advice and counsel on matters relating to their official duties.
7. Perform other duties as required or assigned.

**Assistant Corporation Counsel**  
Job Description

**Required Knowledge and Abilities**

- Knowledge of the laws specifically impacting the operation of units of local government in Illinois, including, but not limited to, the Freedom of Information Act, as well as familiarly with labor and employment and land use matters.
- Excellent interpersonal communication skills and be comfortable briefing and advising City elected officials and staff on complex legal matters, both orally and in writing.
- Ability to establish and maintain satisfactory working relationships with City officials, attorneys and other professionals, law enforcement officials, and the general public.
- Knowledge of court procedures and the applicable rules of evidence.
- Ability to research questions regarding points of law and to draft appropriate responses.
- Skill in preparing cases.
- Competence with Microsoft Office and experience with Westlaw.
- Ability to attend evening meetings when required.

**Qualifications for Hire**

Requires a license to practice law in the State of Illinois and at least five (5) years legal experience as an attorney working in local government law and civil litigation.

Previous experience as an assistant city or state's attorney focused on local government, planning and zoning, and/or employment law is desired.

Must possess valid driver's license.