



City of Aurora

JOB DESCRIPTION

TITLE: ASSISTANT CORPORATION COUNSEL III
DEPARTMENT: Law
LABOR GROUP/PAY PLAN: Executive Pay Plan
LOCATION: Law

JOB CODE: 23265
SALARY GRADE: E18
FLSA STATUS: Exempt
EFFECTIVE: 1/1/2023

Definition

An assistant corporation counsel is a licensed attorney who, under the direction and supervision of the Corporation Counsel, performs complex legal duties as part of the Law Department's comprehensive representation of the City and its officers and employees. The duties of an assistant corporation counsel include, but are not limited to providing day-to-day legal advice and counsel to elected officials, department heads and senior staff, representing the City in legal actions, reviewing contracts, leases, agreements, and proposed ordinances, interaction with outside counsel, drafting and negotiating agreements on behalf of the City, issuing legal opinions, and representing the City's interests with other taxing bodies. At any given time, there may be one or more assistant corporation counsel positions in the Law Department.

The Assistant Corporation Counsel III position is distinguishable from the Assistant Corporation Counsel II position based on the increased sophistication of the tasks the incumbent will be expected to perform relative to lower-graded assistant corporation counsels and the assignment of significant administrative responsibilities by the Corporation Counsel. An Assistant Corporation Counsel III will be expected to exercise managerial responsibility over a significant portion of the Law Department's personnel and will work directly with the Corporation Counsel in developing policy for the Department. The Corporation Counsel may further designate an Assistant Corporation Counsel III as Deputy Corporation Counsel.

Physical Demands and Equipment

The primary working environment for this position is a professional law office, though the employee will frequently attend public and private meetings at other locations, or sessions of court.

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. The Corporation Counsel may authorize an employee in this position to perform some duties remotely under such conditions as the Corporation Counsel deems appropriate and reasonable and to the extent permitted by City policy.

Essential Functions of the Job

1. Serve in the stead of the Corporation Counsel as may be required from time to time.
2. Regularly attend meetings with City officers and executive level employees to render legal advice on a variety of matters.
3. Serve as legal counsel to the City Council and its committees during official meetings and rendering advice on substantive and procedural matters as may be required in compliance with

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the Open Meetings Act.

4. Research complex questions of law to include the interpretation of State laws and City ordinances, the scope of municipal authority, the legality of proposed ordinances, and constitutional considerations; prepare and/or review agreements, contracts and leases.
5. Review documents and records required to be disclosed pursuant to discovery obligations, subpoenas, or Freedom of Information Act requests.
6. Serve as the primary legal adviser to specific City departments and divisions as assigned by the Corporation Counsel.
7. Confer with and act as a liaison with the City's outside counsel on litigation matters as directed by the Corporation Counsel.
8. Represent the City's interests in matters before administrative hearing officers.
9. Proactively review provisions of the City Code to evaluate their current constitutional and statutory compliance and to identify possible areas for process improvement.
10. Draft ordinances and resolutions upon the request of the Mayor, members of the City Council or department heads.
11. Assist the Corporation Counsel in supervising and directing the activities of non-attorney personnel in the Law Department.
12. Prosecute or defend or supervise the prosecution or defense 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 as directed by the Corporation Counsel. Make court appearances as directed by the Corporation Counsel.
13. Attend and speak at community meetings as may be requested by the Mayor or Corporation Counsel.
14. Develop and maintain positive relationships with peers in the legal community as a representative of the City.
15. Perform specialized tasks or functions that may be distinct from other employees of the class as may be directed by the Corporation Counsel. Such tasks or functions may include, but are not limited to, focused involvement in and support of aldermanic, community engagement, code enforcement, law enforcement, economic development, risk management and general quality of life matters.
16. Perform other duties as required or assigned by the Corporation Counsel.

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Required Knowledge and Abilities

- Extensive knowledge of the laws impacting the operation of Illinois governmental entities, the including, but not limited to, the Illinois Municipal Code, the Freedom of Information Act, and the Open Meetings Act.
- Broad familiarity with principles of civil rights, contract, land use, labor and employment, real estate and tort law as well as a working understanding of parliamentary procedures.
- 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 federal and Illinois civil procedure and the applicable rules of evidence.
- Ability to research questions regarding points of law and to draft appropriate responses.
- Competence with Microsoft 365 and experience with electronic legal research tools.
- Ability to attend evening meetings as required.

Qualifications for Hire

- Requires a license to practice law in the State of Illinois and at least ten (10) 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.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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I, _____, acknowledge that I have received a copy of my job description. The description of ASSISTANT CORPORATION COUNSEL III describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date