



## **Assistant Village Attorney** **Job Advertisement**

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The Village of Oak Park, Illinois is a thriving, transit-oriented community of approximately 52,000 people located immediately west of the City of Chicago and known for its great neighborhoods, architectural heritage and innovative public policy initiatives. Within its 4.5 square miles live one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes.

Oak Park operates under the village manager form of government. An elected legislative board consisting of a president and six trustees set policy and a professional manager oversees the day-to-day administration of Village government. Village services and programs are delivered by 390 employees.

**Under the direction of the Village Attorney, the primary duties and responsibilities of the position include, but are not limited to:**

- Prosecute and defend civil cases in various courts; represent the Village in various traffic and civil cases to enforce Village ordinances, abate public nuisances, recover damages for Village property, condemn property for public purposes; compile courtroom evidence and summon witnesses; and negotiate pleas settlements.
- Negotiate, draft and review a wide variety of contracts.
- Prepare resolutions and ordinances.
- Prepare land use and real estate related documents.
- Review real estate transfer tax documents; respond to requests for information.
- Prosecute local ordinance violations before Administrative Adjudication Judges on an as needed basis.
- Provide staff with advice on, and draft responses to, Freedom of Information Act (FOIA) requests.
- Prepare documents for court filing including summons, liens, and bankruptcy claims.
- Provide legal advice to Village representatives and employees; evaluate policies and procedures and make recommendations.
- Research legal questions on all matters relating to the operation of local government and evaluate impact on Village policies and procedures; prepare written memoranda and opinions.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Village Attorney; prepare and present staff reports and other necessary correspondence.
- Train and assist Village employees with legal issues.
- Provide legal advice and prepare documents for citizen commissions.
- Prepare and file legal briefs in appellate courts as well as prepare and file administrative appeals.
- Assist the Village Attorney on all matters as assigned.
- Respond to citizen requests for legal information.
- Perform related duties and responsibilities as required.

## Minimum and Desired Qualifications with Salary Range and Benefits:

Qualified candidates will have knowledge of:

- Illinois municipal law and federal law, constitutional law, civil practice and procedure.
- Methods of public agency administration
- Duties, powers, limitations, and authority of the Village government and Law Department.
- Legal principles, practices and procedures of civil, criminal, constitutional and administrative law.
- Methods and techniques of computerized legal research
- Established precedents and sources of legal reference applicable to Village activities.
- Microsoft Office Word and Excel and Outlook.
- Possession of a Juris Doctorate (JD) from an ABA accredited law school.
- Four or more years of increasingly responsible experience in a municipal or related government law environment, preferably in an in-house or generalist setting and including civil litigation experience.
- Admission into and in good standing in the Bar of the State of Illinois and the United States District Court for the Northern District of Illinois.
- Annual Salary: \$102,000 +/- DOQ

### Instructions on how to apply:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=637795527>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>.

Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: [jobs@oak-park.us](mailto:jobs@oak-park.us); or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave and other benefits.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



## ASSISTANT VILLAGE ATTORNEY

**Department:** Law

**FLSA:** Non-Union Exempt

**Pay Band:** 13-PM

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the direction of the Village Attorney, files legal charges against violators of Village ordinances including traffic laws; to prosecute cases in court and to negotiate charges on cases pending for trial; prepares answers to charges of discrimination, harassment and other legal filings by employees or the public against the Village; provides other legal services and legal advice to Village representatives and employees.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Village Attorney.

Exercises direct supervision over technical and clerical staff.

**EXAMPLES OF DUTIES** - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

#### **Essential duties and responsibilities**

1. Prosecute and defend civil cases in Circuit Court; represent the Village in various traffic and civil cases to enforce Village ordinances, abate public nuisances, recover for damages to Village property, condemn property for public purpose and other matters; research courtroom evidence, summon witnesses; and negotiate pleas.
2. Negotiate, draft and review wide variety of contracts.
3. Prepare resolutions and ordinances.
4. Prepare land use and real estate related documents; perform and review title searches.
5. Review real estate transfer tax documents; respond to requests for information
6. Prosecute local ordinance violations before Administrative Adjudication Judges on an as needed basis.
7. Provide staff with advice on, and draft responses to Freedom of Information Act (FOIA) requests.



## ASSISTANT VILLAGE ATTORNEY

8. Prepare documents for court filing including summons, liens, and bankruptcy claims.
9. Provide legal advice to Village representatives and employees; evaluate policies and procedures and make recommendations.
10. Research legal questions on all matters relating to the operation of local government and evaluate impact on Village policies and procedures; prepare written memoranda and opinions.
11. Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Village Attorney; prepare and present staff reports and other necessary correspondence.
12. Train and assist Village employees with legal issues.
13. Provide legal advice and prepare documents for citizen commissions.
14. Prepare and file legal briefs in appellate courts as well as prepare and file administrative appeals.
15. Provide assistance to the Acting Village Attorney on all matters as assigned.
16. Respond to citizen requests for legal information.
17. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Illinois municipal law, constitutional law, civil practice and procedure.
- Modern and highly complex principles and practices of public law.
- Methods of public agency administration.
- Duties, powers, limitations and authority of the Village government and the Law Department.
- Legal principles, practices and procedures of civil, criminal, constitutional and administrative law.
- Methods and techniques of legal research.
- Established precedents and sources of legal reference applicable to Village activities.
- Microsoft Office Word and Excel and Outlook

#### **Ability to:**

- Research and analyze the law to support the Village's goals and objectives.
- Utilize the legal system to support Village goals and objectives.



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- Organize, interpret and apply legal principles.
- Effectively apply legal knowledge and principles in court.
- Present statements of law, fact and argument clearly and logically.
- Prepare and present difficult cases in court.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Gain cooperation through discussion and persuasion.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.

Maintain reasonable and predictable attendance

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Sustain cognitive abilities that enable the potential for:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

### **Experience and Training Guidelines**

**Experience:** Four or more years of increasingly responsible experience in a municipal or related government law environment, preferably in an in house or generalist setting and including civil litigation experience. **AND**

**Training:** Possession of a Juris Doctorate (JD) from an American bar Association-accredited law school. **AND**

**License or Certificate:** Admitted into and in good standing in the Bar of the State of Illinois and the United States District Court for the Northern District of Illinois.

### **WORKING CONDITIONS**

Work in an office environment; sustained posture in a seated position.



## **ASSISTANT VILLAGE ATTORNEY**

### **Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.