



CITY OF JOLIET POSITION DESCRIPTION

TITLE: Assistant Corporation Counsel
DEP/DIV: Legal
REPORTS TO: Corporation Counsel
EMPLOYEE STATUS: Full-Time/Non-Union
SALARY/GRADE: Classification II/Group II
\$111,000 - \$188,363

JOB CODE: 1101
ESTABLISHED: 04/27/2026
FLSA STATUS: Exempt
LOCATION: City Hall

GENERAL PURPOSE

An Assistant Corporation Counsel is an Illinois licensed attorney who, under the direction and supervision of the Corporation Counsel, performs legal duties as part of the Legal Department's comprehensive representation of the City and its officers and employees. The Assistant Corporation Counsel represents the City in all municipal law matters. The duties of the Assistant Corporation Counsel include, but are not limited to Federal and State civil litigation, local prosecution matters (ordinance and traffic violations, administrative hearings), providing day-to-day legal advice and counsel to the City Manager, 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, drafting and 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 Legal Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Research questions regarding points of law to include the interpretation of laws and City ordinances, the legality of proposed ordinances, prepare and/or review contracts.
- Draft ordinances, resolutions, and legal opinions as directed by the Corporation Counsel.
- Represent the City in court proceedings.
- Attend meetings with City officials and executive-level employees to render legal advice on a variety of matters, as needed.
- Ensure compliance with all applicable laws, including FOIA, Open Meetings Act, and City regulatory obligations.
- Draft, evaluate, and interpret contracts and agreements, providing legally sound opinions and guidance regarding external partnerships and obligations.
- Review and approve procurement documents, real estate transactions, bids, and bond documents to mitigate legal exposure to the City.
- Represent the City in civil matters, including preparing pleadings, conducting legal research, and appearing in court as required.
- Attend City Council committee meetings, pre-Council and Council meetings, Planning Commission and Zoning Board meetings, and Liquor Commission hearings, as needed.
- Develop and maintain positive relationships with peers in the legal community as a representative of the City.



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- Perform other duties as required or assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Requires working knowledge of local ordinances, State and federal laws and established precedents.
- Requires intermediate knowledge of civil procedures and rules of evidence.
- Requires ability to research questions regarding points of law and ability to draft appropriate responses.
- Requires intermediate skills in preparing cases.
- Requires ability to communicate effectively both orally and in writing and particularly, the ability to explain complex legal issues clearly and concisely to non-attorneys.
- Requires ability to establish and maintain productive working relationships with City officials, attorneys and other professionals, law enforcement officials, and the general public.
- Strong interpersonal skills and the ability to establish and maintain productive working relationships with elected officials, department heads, attorneys and other professionals, law enforcement officials, and the general public.
- Knowledge of municipal home rule authority under the Illinois constitution and its interaction with the laws impacting the operation of Illinois governmental entities.
- Knowledge of the Illinois Municipal Code, the Freedom of Information Act, and the Open Meetings Act.
- Ability to determine whether a legal or administrative approach will best resolve a City problem. Overall ability to organize, interpret, and apply legal principles and knowledge to complex legal problems.
- Ability to supervise the preparation and trial of important cases and to present material clearly and logically in oral or written form.
- Requires strong written, communication, and presentation skills.
- Ability to prioritize and execute tasks in a high-pressure environment.

QUALIFICATIONS

- Juris Doctorate Degree from an accredited law school, preferably with coursework or concentration in municipal, administrative, civil, or governmental law.
- Licensed to practice law in the State of Illinois.
- At least five (5) years of experience in the practice of law.
- Municipal government experience is desirable.

SPECIAL REQUIREMENTS

- Must have a valid driver's license.



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- A license to practice law in the State of Illinois.

TOOLS AND EQUIPMENT USED

Personal computers include office suite, design and publishing applications, iPad, smart phone, calculator, telephone, and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an 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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is generally performed in an office environment. The noise level in the work environment is usually quiet, except for office equipment background noises, subject to frequent interruptions by telephone callers and walk-in visitors. Occasional evening and weekend work hours to meet deadlines, attend meetings, and legal proceedings; must travel to various City locations to participate in presentations and meetings and may travel outside of the City to attend meetings, and legal proceedings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.



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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.