



CITY OF JOLIET POSITION DESCRIPTION

TITLE: Corporation Counsel

DEP/DIV: Legal

REPORTS TO: City Manager

EMPLOYEE STATUS: Full-Time/Non-Union

SALARY/GRADE: Classification I/Group I
\$124,875 - \$211, 908

JOB CODE: 1020

ESTABLISHED: 03/29/1974

FLSA STATUS: Exempt

LOCATION: City Hall

GENERAL PURPOSE

The Corporation Counsel is an Illinois licensed attorney who serves as the chief legal officer of the City. Under the administrative direction of the City Manager, the Corporation Counsel performs complex legal duties as part of the Legal Department's comprehensive representation of the City and its officers and employees. The Corporation Counsel represents the City in all municipal law matters. The duties of the 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, elected officials, department heads and senior staff, representing the City in legal actions, reviewing contracts, leases, agreements, and proposed ordinances, direction and supervision of outside counsel, drafting and negotiating agreements on behalf of the City, issuing legal opinions, representing the City's interests with other taxing bodies, and management of the Legal Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Exercise managerial responsibility over the Legal Department, including developing and monitoring its annual budget.
- Ensures full adherence to all applicable federal, state, and local laws, municipal codes, and city ordinances governing the city's legal responsibilities and the duties of the Corporation Counsel; updates departmental policies and practices accordingly to maintain ongoing legal compliance.
- Researches questions regarding points of law to include the interpretation of laws and City ordinances, the legality of proposed ordinances; prepares and/or reviews contracts.
- Drafts ordinances, resolutions, and legal opinions.
- Represents the City in court proceedings.
- Determine the way the Legal Department provides legal representation to the City's officers and employees and fulfils its obligations under the City Code, subject to budgetary limitations and the administrative direction of the City Manager.
- Manage and evaluate the activities and costs of the City's outside counsel and collaborate in the development of litigation strategy.
- Allocate responsibilities among the staff attorneys in the Legal Department to ensure appropriate representation of all areas of City government; facilitate and encourage the professional development of staff attorneys.



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- Supervise and direct the activities of non-attorney personnel in the Legal Department.
- Oversee and evaluate the performance of the City's code hearings officers.
- Drafts, reviews, and finalizes proposed ordinances and resolutions, ensuring accuracy, compliance, and readiness for formal approval.
- Supervises general and automobile liability claims management; serves as legal liaison to third party claims administrator.
- Attends regular meetings with City officers and executive level employees to render legal advice on a variety of matters.
- Proactively advise City officers on risk mitigation or process improvement.
- Proactively review provisions of the City Code to evaluate their current constitutional and statutory compliance and to identify possible areas for process improvement.
- Attends City Council and committee meetings, as needed or required, to provide legal support and ensure proper parliamentary and legal procedures are followed.
- Ensures compliance with all applicable laws, including FOIA, Open Meetings Act, and City regulatory obligations.
- Evaluates and interprets contracts and agreements, providing legally sound opinions and guidance regarding external partnerships and obligations.
- Reviews and approves procurement documents, real estate transactions, bids, and bond documents to mitigate legal exposure to the City.
- Represents the City in significant civil matters, including preparing pleadings, conducting legal research, and appearing in court as required.
- Develop and maintain positive relationships with peers in the legal community as a representative of the City.
- Perform all functions as set forth in the City Code and as directed by the City Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive interpersonal skills and an ability to establish and maintain productive working relationships with department heads, attorneys and other professionals, law enforcement officials, elected officials, and the general public.
- An ability to communicate effectively both orally and in writing, and particularly, the ability to explain complex legal issues clearly and concisely to non-attorneys.
- Experience managing other attorneys, including outside counsel.
- Familiarity with federal and state rules of civil procedure and the rules of evidence.
- Broad experience with principles of civil rights, criminal law, contract, land use, labor and employment, real estate and tort law as well as a working understanding of parliamentary procedures.
- Extensive knowledge of municipal law and the extent of municipal home rule authority under the Illinois Constitution and its interaction with the laws impacting the operation of Illinois governmental entities, including, but not limited to, the Illinois Municipal Code, the Freedom



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of Information Act, and the Open Meetings Act.

- Ability to determine whether a legal or administrative approach will best resolve a City problem; 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. Outstanding written, communication and presentation skills.
- Ability to meet and effectively deal with individuals interested or involved in lawsuits against the City.
- Knowledge of the principles, practices, and techniques of planning and supervision.
- 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.
- Requires ten (10) years' experience as a licensed attorney, preferred emphasis in Illinois local governmental law and litigation.
- Seven (7) years' increasingly responsible experience in municipal government administration, including at least two (2) years of experience at the department head or top management level, strongly desired.

SPECIAL REQUIREMENTS

- Must have a valid driver's license.
- A license to practice law in the State of Illinois.

TOOLS AND EQUIPMENT USED

Personal computer including 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,



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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.

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.