



Associate Staff Attorney

ROLE SUMMARY

Under immediate supervision, provides legal support for the Civilian Office of Police Accountability (COPA), and performs related duties as required.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

ESSENTIAL DUTIES

- Researches and analyzes local, state, federal laws, ordinances, and court decisions relative to legal issues affecting operating departments Coordinates graphics and reproduction services for COPA's community engagement activities.
- Participates in meetings with senior-level attorneys and other parties to discuss cases and negotiation strategies.
- Assists in the preparation of legal cases for review (e.g., Police Board).
- Drafts legal memoranda, settlement agreements, legal opinions, position statements, briefs, and other legal documents.
- Reviews and distributes subpoenas and responses to legal requests for departmental files and records.
- Prepares drafts of discovery requests and responses and coordinates production of documentation.
- Discusses case results with supervisors and prepares narrative reports summarizing case status.
- Works closely with the Department of Law on the preparation and presentation of cases.
- Advises management on legal issues related to departmental operations as they are affected by local, state, or federal laws, statutes, or contracts.
- Research legal requirements as they pertain to the department's operations to advise management on same.
- Maintains records and prepares reports on legal procedures for department management.
- Reviews and interprets various documents (e.g., legal documents, requests for information, contractual requirements, legislation) for department management.

- Evaluates programmatic compliance with local, state, and federal laws (e.g., FOIA, HIPAA and EEO laws).
- Responds to requests for information from the Law Department, Inspector General's Office, and other outside entities.
- Assists in the development of departmental policies, procedures, and programs.
- Coordinates and oversees the work of law clerks engaged in the conduct of legal research and analysis, as required.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

MINIMUM QUALIFICATIONS

Graduation from an American Bar Association (ABA) accredited law school.

“Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705).