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## Attorney

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### ROLE SUMMARY

This position is with the Civilian Office of Police Accountability (COPA) and provides legal counsel in support of the agency's mission to conduct fair police misconduct investigations and advises the investigative staff and department management on matters related to the department's operations, and performs related duties as required.

Under direction of senior management, the Attorney provides legal counsel to investigators regarding all substantive issues that arise from the office's investigations.

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

Days: Monday - Friday

Hours: 9:00am to 5:00pm (limited after hours availability as required)

This position is covered by the collective bargaining agreement between the City of Chicago and the American Federation of State, County and Municipal Employees (AFSCME) and is exempt from career service.

### ESSENTIAL DUTIES

- Provides advice on legal issues related to investigations including issues local, state, and federal laws, statutes, and contracts.
- Provides legal counsel on topics such as: constitutional Law, labor and employment including collective bargaining agreements, and the interpretation and enforcement of policies, statutes, and ordinances.
- Advises the Investigators and Supervising Investigators on strategic and legal investigative matters, including investigative techniques and the strength of evidence obtained.
- Writes and edits summary investigative reports.
- Performs legal research; writes and edits legal memoranda on issues related to investigations.
- Provides training on legal issues as requested by senior management.
- Assists in the development of departmental policies, procedures, and programs, as required.
- Prepares and responds to outside information requests and subpoenas.

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, plus three years of work experience in the legal profession as a licensed attorney. Bilingual preferred.

“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).