



JOB ANNOUNCEMENT

Chief Investigative Law Officer - COPA

Number of Positions: 1

Under the direction of the COPA Assistant General Counsel, the Chief Investigative Law Officer supervises the attorneys in the Civilian Office of Police Accountability (COPA) legal section, responsible for the review of legal matters, procedures and protocols of investigations involving allegations of misconduct against members of the Chicago Police Department, including allegations of excessive force, domestic violence and cases involving serious injury; and performs related duties as required.

ESSENTIAL DUTIES:

- Consults with COPA management on legal issues related to investigations and prepares and supervises the preparation of legal memoranda, reports, advisories, and notifications detailing investigative findings and recommendations to ensure legal analysis of case investigations comply with established protocols and quality control standards
- Supervises and assigns caseloads to staff attorneys and paralegals, prepares work schedules and monitors staff productivity to ensure the timely and efficient processing of case assignments
- Assists in formulating and implementing policies and procedures pertaining the COPA investigative process
- Confers with the Law Department to assist with the prosecution or defense of investigations, policy recommendations, and Freedom of Information Act (FOIA) inquiries
- Reviews investigative files and records to ensure that findings and recommendations are complete and adhere to established ordinances, regulations and legal standards
- Supervises and performs legal research of local, State and Federal ordinances, laws, and statutes relative to COPA operations and recommends improvements for compliance
- Confers with law enforcement and prosecutorial entities to assist with investigations and criminal prosecutions
- Coordinates legal staff training and participates in the development of training for COPA investigative staff on a variety of legal issues
- Compiles and summaries investigative activity reports
- Consults with COPA management to evaluate staffing needs for staff attorneys and paralegals

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

Location: COPA, 1615 W. Chicago Ave

Days: Monday - Friday

Hours: 8:30am to 4:30pm

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications:

Graduation from an American Bar Association (ABA) accredited law school, plus five (5) years of work experience in the legal profession as a licensed attorney, of which (2) two years are in a role related to criminal, administrative, or civil investigations

Licensure, Certification, or Other Qualifications

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

NOTE: A writing sample related to a substantive motion, legal memorandum, or appellate brief authored without significant assistance or supervisory corrections **must be submitted at the time of application.**

Disclaimer - "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.

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. **If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.**

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Selection Requirement:

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Preference will be given to candidates possessing the following:

- Knowledge of and experience with criminal and/or administrative investigations and proceedings
- Knowledge of and experience with Fourth Amendment issues and application
- Knowledge of law enforcement organizations, policies, regulations, and operations
- Knowledge of and experience with laws applicable to public agencies
- Work experience in managing or coordinating the work of attorneys or investigators

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation.

Please note, all positions with the City of Chicago close promptly at 11:59pm C.S.T. Applications for this position will be accepted until 11:59p.m. CST on October 21, 2020. No exceptions will be made.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer

City of Chicago

Department of Human Resources

Lori Lightfoot, Mayor