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## Paralegal II

Job Announcement

Number of Positions: 2

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### WORKING WITH THE CIVILIAN OFFICE OF POLICE ACCOUNTABILITY (COPA)

The mission of COPA is to:

- provide a just and efficient means to fairly and timely conduct investigations within our jurisdiction.
- determine whether allegations of police misconduct are well-founded.
- identify and address patterns of police misconduct; and
- make policy recommendations to improve the Chicago Police Department, thereby reducing incident of police misconduct.

### ROLE SUMMARY

Under supervision, this position with COPA functions at the senior level, providing paraprofessional legal and administrative support to attorneys and investigators, 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

Salary: \$59,184 (non-negotiable)

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 in the career service.

### ESSENTIAL DUTIES

- Assists attorneys in anticipation of litigation.
- Collects and organizes information and legal documents to respond to subpoenas and requests for information and to prepare for motions, trials, and depositions.
- Reviews and examines legal digests such as Lexis Nexis and WestLaw to conduct legal research for attorneys.

- Researches and analyzes statutes, judicial decisions, and legal codes as it pertains to information requests.
- Prepares and summarizes legal documents (e.g., summonses, motions, subpoenas).
- Prepares subpoenas, as directed by attorneys.
- Prepares and writes documents for answers and discovery.
- Corresponds with the relevant parties on the status of discovery.
- Indexes court documents and depositions for record keeping purposes.
- Prepares and maintains documents for motions, pleadings, and claims.
- Prepares exhibits and documents to support investigations and in preparation for legal proceedings.
- Attends federal and state court proceedings on behalf of agency.
- Delivers legal or proprietary documents to offices, personnel, and courtrooms, as required.
- Coordinates and oversees routine legal functions of subordinate staff, as required.
- Responds to legal inquiries, distributes notices of motion and orders, and prepares outgoing documents for mailing.
- Notarizes documents.

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

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree, and a paralegal certificate from a paralegal training program accredited by the American Bar Association, or an equivalent combination of education, training and experience.

"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.

### **ABOUT YOU:**

COPA is seeking candidates with a strong focus on the following values:

- *Integrity:* Maintaining a commitment to honesty, personal responsibility, excellence, and utmost professionalism in the work performed by COPA and in all internal and external interactions. This includes a commitment to identifying and dismantling discriminatory systems and culture within COPA, the Chicago Police Department, and the community.
- *Transparency:* Promoting the sharing of information about the work of COPA internally and externally in a manner not in conflict with City and COPA policy, such that the public trust in the mission of COPA is established and maintained. This includes a commitment

to cultivating a respectful work environment and team building to ensure effective communication that furthers common goals.

- *Independence*: Conducting the business of COPA in a manner that is objective and free from political or other outside influences, such that the public trust in the mission and work of COPA is established and maintained. This includes a commitment to informed decision making and continual efforts to improve processes and systems to further the mission of COPA.
- *Timeliness*: Conducting the business of COPA in a manner that promotes timely and fair resolution to all matters.

## SELECTION REQUIREMENTS

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

Preference will be given to candidates possessing the following:

- Bachelor's degree or higher
- Previous experience as a paralegal in criminal or civil litigation
- Previous work experience as a paralegal
- Previous work experience researching and responding to information request such as discovery and subpoenas
- The ability to read, write and speak any language other than English

All references to political sponsorship or recommendations must be omitted from all application materials submitted for City employment.

The City is an Equal Employment Opportunity and Military Friendly Employer.

### RESIDENCY REQUIREMENT:

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

Please note, all positions with the City of Chicago close promptly at 11:59 pm C.S.T. Applications for this position will be accepted from March 14, 2023 until 11:59 pm CST on March 28, 2023. No exceptions will be made.

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City of Chicago  
Lori Lightfoot, Mayor

Department of Human Resources  
Christopher Owen, Commissioner

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