



CIVILIAN OFFICE OF POLICE ACCOUNTABILITY  
INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

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## Freedom of Information Act (FOIA) Officer

Bid/Job Announcement

Number of Positions: 2 (Additional vacancies possible pending budget approval)

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This position is open to the public and all current city employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site:

<https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

1. Check the box on your profile titled "Currently employed by the City of Chicago"
2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')
3. Select your correct bargaining unit

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

### 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 general supervision, receives and responds to requests for information of public record, and court subpoenas using multiple resources and streams of data to research and locate relevant information, and speaks and writes about findings, 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: \$66,612 (non-negotiable)

## **ESSENTIAL DUTIES**

- Responds to requests for information filed by citizens, journalists, and outside entities pursuant to the Illinois Freedom of Information Act ("FOIA")
- Responds verbally and in writing to inquiries from the general public, business establishments, community organizations, media, and government agencies regarding City programs, services, and business matters of public record
- Researches, examines, and analyzes video and documents to provide responsive documents in response to FOIA requests and makes appropriate redactions of exempt information
- Resolves information requests within the required timeframes and where appropriate, requests extensions in writing
- Assesses whether the magnitude information requested proves burdensome in adherence with the State of Illinois Freedom of Information guidelines
- Obtains necessary information from manual, computerized, and archived files, and records
- Responds via the internet in writing to requests for information sent electronically through the internet concerning departmental programs, services, or matters of public record, as required
- Oversees and participates in the mailing of responses to written requests for information
- Trains and orientates clerical and administrative staff to track down information, redact exempt information from public documents, photocopy, and scan documents, as required
- Prepares and maintains statistical and narrative work activity reports
- Maintains and updates log of all FOIA requests
- Works across all internal departments and other city agencies to fulfill FOIA requests when necessary
- May review information to be posted onto the intranet and internet websites for accuracy regarding departmental programs and services, as required
- May represent the department at public hearings and community meetings to explain and promote city services, programs, and upcoming events, 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 accredited college or university with a bachelor's degree in journalism, Communications, English or a directly related field, plus two years research and analysis work experience; 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.

**Licensure, Certification, or Other Qualifications:**

- Certification by the State of Illinois as a Freedom of Information Act Officer is required within 6 months of hire.

**SELECTION REQUIREMENTS**

This position requires applicants to complete an interview, which will include a written exercise. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral interview and written exercise, will be selected for hire.

Preference will be given to candidates possessing the following:

- Previous experience processing FOIA requests
- Previous experience performing office administration duties
- Previous customer service experience
- Proficiency utilizing Microsoft Word, Excel, and Outlook
- Ability to read, write and speak any language other than English

**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.

Application Instructions: Interested applicants should apply at the City of Chicago's application website: [www.cityofchicago.org/CAREERS](http://www.cityofchicago.org/CAREERS)

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.

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.

The City of Chicago is committed to providing fair chance hiring and welcomes applicants with past convictions, recognizing the value of a diverse workforce and the potential for growth and positive change.

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 July 23, 2025, until 11:59 pm CST on August 5, 2025. No exceptions will be made.

City of Chicago  
Brandon Johnson, Mayor