



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

Attorney

Job Announcement
Number of Positions: 2

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

This position is with 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)

Salary: \$82,500 (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 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.

“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).

You must provide your valid U.S. driver's license at time of processing.

Preference will be given to candidates possessing the following:

- Previous substantive work experience, at least one (1) year, in one of the following areas: criminal law, constitutional law, labor law, administrative law, or police oversight

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 successfully complete an interview.

You must include a writing sample (10-15 pages in length) as an attachment to your application.

The writing sample must be an original work (either wholly or substantially authored by you) and must reflect legal reasoning, such as a legal memo, motion to court, legal article, or research paper.

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.

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 November 20, 2023, until 11:59 pm CST on December 11, 2023. No exceptions will be made.