



City of Decatur Assistant Corporation Counsel

SALARY	\$93,500.00 - \$116,000.00 Annually	LOCATION	Decatur, IL
JOB TYPE	Full-Time Benefited Employee	JOB NUMBER	18-00291
DEPARTMENT	Legal	OPENING DATE	12/13/2023

Job Summary

Provides legal representation for the City of Decatur in administrative and arbitral proceedings and civil litigation, including the enforcement of ordinance violations; drafts ordinances, contracts and other legal documents; and provides counsel to officials, advisory boards and commissions, department managers, and other staff with regard to their legal duties and obligations.

The City of Decatur is a drug-free workplace. This includes marijuana. Candidates will be subject to a pre-employment drug screen, physical and background check post offer.

Major Duties

1. Prosecutes City ordinance violations.
2. Provides defense for the City in civil litigation.
3. Drafts contracts, leases, ordinances, resolutions and other legal documents.
4. Advises management in labor relations, including participation in collective bargaining sessions, and represents the City in grievances with the City's collective bargaining units.
5. Advises the City Council, City Manager, department managers and City personnel regarding the legal aspects of municipal operations, including potential liability for employment practices.
6. Processes complaints to foreclose liens, prepares deeds for real estate transfers, and represents the City in closings.
7. Reviews and processes requests for City records, including Freedom of Information Act requests and subpoenas for documents.
8. Processes small claims and property damage cases.
9. Researches and studies the State of Illinois Constitution, statutes, decisions, ordinances, case law and legislation relevant to municipalities.
10. Performs other related work as required.

Knowledge & Skills

1. Degree in Law (Juris Doctor), admittance to practice law in Illinois, and considerable experience as a law clerk or attorney practicing municipal, governmental, or civil law; or any equivalent combination of education and experience.
2. Thorough knowledge of State laws, statutes, decisions and ordinances relevant to local government.

3. Thorough knowledge of legal principles and practices, and court procedures.
4. Knowledge of the City of Decatur Municipal Code and local ordinances.
5. Skill in communicating clearly and effectively, both orally and in writing.
6. Ability to plan, organize and conduct all phases of legal work, and to prepare and present legal reports and documents.
7. Ability to work with others in general and difficult work situations.
8. Ability to review and supervise the work of clerical staff.

Supplemental Information

RESIDENCY

This position requires residency within the corporate limits of Macon County or within the corporate limits of any municipality extending into Macon County. Upon original appointment, such appointees may reside outside said limits but shall be required as a condition of continued employment to comply with said residency requirement within twelve (12) months.

TO APPLY

Complete an application at the link below with all requested relevant information. Incomplete applications will be rejected. Downloading your resume prefills some sections of the application.

Agency

City of Decatur

Address

#1 Gary K. Anderson Plaza

Decatur, Illinois, 62523

Phone

217-424-2805

Website

<https://www.governmentjobs.com/careers/decaturil>