



Town of Normal
Assistant Corporation Counsel

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| SALARY | \$80,521.00 - \$128,054.00 Annually | LOCATION | IL 61761, IL |
| JOB TYPE | Full-time | JOB NUMBER | 389 |
| DEPARTMENT | Legal Department | OPENING DATE | 09/04/2024 |
| CLOSING DATE | 9/27/2024 5:00 PM Central | | |

Job Description

The starting salary for this position is between \$80,521 and \$94,729 depending on qualifications; full salary range is \$80,521 and \$128,054.

The primary purpose of the Town of Normal Legal Department is to provide legal advice and related guidance to Town officials. The Department is also responsible for the prosecution and defense of any and all suits or actions of law or equity to which the Town may be a party.

Under the direction of the Corporation Counsel, the Assistant Corporation Counsel's work involves representing the Town in courts and administrative agencies and assisting the Corporation Counsel in the administrative activities of the department. This is a high-level professional position requiring a thorough knowledge of the laws governing municipal agencies in the State of Illinois. While incumbents exercise a high degree of independent judgment in the performance of duties, the Corporation Counsel is usually consulted on major policy matters.

Duties/Essential Job Functions

- Preparation of municipal legislation and legal opinions.
- Consultation with the City Manager, department heads and their staff, or other Town officials to provide advice regarding legal interpretation of proposed actions, problem areas, or other legal issues.
- Attendance at various meetings at all levels of Town government.
- Research, review, and analysis of relevant law to provide legal advice and opinions to Town officials and employees.
- Preparation, review, and negotiation of contracts and other legal instruments.
- Representation of Town in cases and hearings in courts and administrative agencies.
- Prosecution of municipal ordinance-violation and code-enforcement cases.
- Service as legal counsel and staff liaison for various boards and commissions.
- Performance of all duties in accordance with appropriate ethical considerations.
- Performance of other duties as assigned.

Required Knowledge, Skill and Abilities

- Familiarity with state and federal laws and constitutional provisions affecting Town government.
- Ability to acquire knowledge of Town ordinances and apply legal knowledge to varied legal problems.
- Knowledge of the principles and procedures of civil, criminal, and business law.
- Knowledge of the principle methods, materials, and practices of legal research and investigation.
- Knowledge of judicial procedure and rules of evidence.
- High degree of skill in preparation and drafting of legal instruments, ordinances, and resolutions.
- Ability to analyze, appraise, and apply legal principles, facts, and precedents to legal problems.
- Ability to use tact, courtesy, and good professional and administrative judgment.
- Ability to maintain ethical conduct in the practice of the law at all times.
- Ability to establish and maintain effective working relationships with Town staff, officials, and the public.
- Ability to work independently.
- Admission to the Bar of the State of Illinois or the ability to obtain admission within a reasonable period of time upon assuming the position of assistant corporation counsel.

Desirable Training and Experience

Considerable experience as a practicing attorney including some breadth of experience in municipal law is preferred, or a combination of education and experience that provides the required knowledge, skills, and abilities to successfully complete the job.

Agency

Town of Normal

Address

11 Uptown Circle

Normal, Illinois, 61761

Phone

309-454-9518

Website

<http://www.normal.org>