



TOWN OF NORMAL
invites applications for the position of:

Assistant Corporation Counsel

SALARY: \$70,668.00 - \$83,137.00 Annually

OPENING DATE: 02/17/22

CLOSING DATE: 03/14/22 05:00 PM

JOB DESCRIPTION:

The starting salary for this position is \$70,668 to \$83,137 depending on qualifications; full salary range is \$70,668 to \$112,384.

Normal, Illinois is a vibrant, progressive city of about 55,000, prominently located in Central Illinois. Home to Illinois State University – increasing the schoolyear population by an additional 21,000 students - Normal provides the educational, recreational and cultural amenities typically found in larger metropolitan areas. Normal is located 125 miles southwest of Chicago and 155 miles northeast of St. Louis and is a featured stop on the Chicago to St. Louis high speed passenger rail corridor. The Town is a safe, family-oriented community with a wide variety of cultural amenities and recreational options. The community is pedestrian- and bicycle-friendly with the notable 45-mile Constitution Trail for walking, hiking, jogging and biking that winds its way through the Bloomington Normal region. The Town is particularly proud of its ever-developing Uptown business and cultural district, home to the Historic Normal Theater, the Children’s Discovery Museum, and the Town’s Library which attracts approximately 1,000 visitors each day. The Town has excellent public and private schools as well as outstanding hospitals and healthcare.

Legal Department

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 clients.
- 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 local 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.
- Ethical conduct in the practice of the law.
- Ability to establish and maintain effective working relationships with Town staff, officials, and the public.
- Ability to work independently.

DESIRABLE TRAINING AND EXPERIENCE:

Experience as a practicing attorney including some breadth of experience in municipal law is preferred.

Necessary Special Qualifications:

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 is required.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.normal.org>

11 Uptown Circle
Normal, IL 61761
309-454-9518

jkeigher@normal.org

Position #265
ASSISTANT CORPORATION COUNSEL
JK

The Town of Normal is an equal opportunity employer.
