CITY OF DANVILLE, IL
JOB NOTICE
FOR POSITION OF
Assistant Corporation Counsel
VACANCY CLOSING DATE – Open until filled

Normal Work Hours: 8:00am to 4:30pm

Annual Salary Range: $65,000 - $85,000

Position Summary: Under general direction and supervision of the Corporation Counsel, the Assistant Corporation Counsel performs complex and highly responsible legal work including preparing legal memoranda, ordinances and resolutions; drafts, analyzes and reviews contracts; handles civil litigation, ordinance violations and collection matters; represents and advises City elected and appointed officials and employees on diverse legal matters; performs other related duties as requested and/or assigned.

Qualifications: The following qualifications are basic to the functions of this position.

   Education: The minimum educational requirements for this position are:
   - Employee must hold a Juris Doctorate degree from an American Bar Association (ABA) accredited law school.

   Experience: Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:
   - At least three (3) years of progressively responsible experience as a full-time attorney, including first chair trial experience.
   - At least six (6) years of experience handling municipal or governmental legal issues preferred.

Required Skills: The following skills are basic to the functions of this position.

   - Ability to handle diverse legal matters and issues as they pertain to municipalities.
   - Ability to develop, propose and communicate legal solutions to complex legal issues.
   - Ability to properly interpret and make decisions in accordance with applicable laws, rules, regulations, ordinances and policies.
   - Ability to communicate concisely and clearly, both orally and in writing, legal principles and legal advice.
   - Ability to litigate civil cases in court and before administrative agencies.
   - Ability to adjust priorities quickly as circumstances dictate.

Required Licenses: The person holding this position must have the following licenses:

   - A current and valid license to practice law in the State of Illinois.
   - A valid Illinois driver’s license.

Residency Requirements: Unless otherwise dictated by a Collective Bargaining agreement, employees of the City of Danville hired after June 18 2019, must reside in Illinois within five miles of the City of Danville corporate limits. An employee of the City who successfully completes his or her probationary period of employment shall then have a period of 6 months to meet this residency requirement.

Applications and employee transfer requests are available on the City website at www.cityofdanville.org/human-resources.html, and may be mailed to the City of Danville Personnel Office, 17 W. Main Street, Danville, IL 61832.

Personnel Office: (217)431-2300
Fax: (217)431-2202

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