



## CITY OF DANVILLE, IL JOB POSTING

### CORPORATION COUNSEL

*Full-Time Employee Request for Position Transfer and Applications should be sent to the Finance Office or Emailed to [jamie.white@cityofdanville.org](mailto:jamie.white@cityofdanville.org). Forms are available at [www.cityofdanville.org](http://www.cityofdanville.org) or in the Municipal Building main floor lobby.*

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

**Salary Range:** \$80,000 - \$100,000 Based on qualifications

**Duties:** This professional position reports to the Mayor and supervises the Legal Division. The City Corporation Counsel handles the preparation and enforcement of certain City codes and ordinances and provides legal advice and assistance to city departments and officials. The City Corporate Counsel is responsible for the prosecution of code and ordinance violations, disciplinary hearings, licensing issues, certain collections cases and other related matters.

**Qualifications:** The following are considered as minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

**Education:** The minimum educational requirements for this position are:

- Must be fully a qualified and licensed Attorney under State of Illinois law.

**Experience:** Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:

- Five years' experience practicing as legal counsel for a public agency, progressively responsible experience in management and supervision, or any satisfactory combination of experience and training that would demonstrate the knowledge, skills and abilities required to perform the essential job functions is qualifying.

**Required Skills:** The following skills are basic to the functions of this position: Candidates should possess these skills or be able to show their ability to develop these skills within 30 days of their start date.

- Advising elected officials and department managers.
- Employee must have computer skills including word processing.
- Employee must have basic math skills including addition, subtraction, multiplication, division, percentages, interest and similar concepts.
- Communicating statements of law, fact, and argument in written and oral forms.
- Employee must be able to organize and prioritize extensive workload.
- Analyzing and applying legal principles, facts, evidence and precedents to legal problems affecting local government.
- Managing legal projects to meet the needs of the City.
- Negotiating solutions to complex legal problems.
- Providing legal counsel on land use matters.
- Administering contracts for outside legal services.
- Supervising employees.
- Establishing and maintaining effective working relationships with elected officials, managers, employees, members of the public, and other government agencies.
- Promoting integrity, trust, and professionalism;
- Leading and managing for results.
- The ability to work independently and prioritize work.

**Essential Duties and Responsibilities:** The following examples are illustrative of the work duties and responsibilities of this position. In addition to this list, the employee is expected to carry out any work assignment made by his/her supervisor.

- Serves as City Chief legal counsel.
- Advises Mayor, City Council, and department directors regarding complex legal issues and prepares legal opinions. Attends meetings of the City Council, Planning Commission, and other groups to provide legal advice and represent the interest of the City.
- Prepares reviews and approves, interprets and enforces all contracts for the City, which includes but is not limited to construction contracts, consultant contracts, land acquisition and property purchase or lease contracts, special contracts and labor contracts.
- Researches and interprets the application of laws, court decisions and other legal authorities for the preparation of cases, opinions and briefs; represents the City in litigation and appeals in prosecuting claims and defending lawsuits.
- Oversees the legal aspects of the administrative process for land ordinances; and the legal action required for effective code enforcement within the City.
- Provides legal advice to managers regarding the City's application of federal and state employment laws; provides legal review and approval of City personnel policies and practices; and has overall responsibility for labor relations.
- Serves as legal counsel for the Planning Commission, and provides legal advice and presents the interests of the City with respect to State and local land use laws.
- Supervise the Municipal Court Staff. Plans, directs, and oversees the operations of Municipal Court.
- Responds to inquiries and resolves complaints regarding City activities. Attend various community group and professional organizational meetings to communicate City programs and policies.
- Administers contracts for outside legal counsel on behalf of the City.

**Residency Requirements:** Employees of the City of Danville must establish their principal residence in Illinois, within the City of Danville corporate limits within six months following successful completion of their probationary period.

**Required Licenses:** The person holding this position must have the following licenses or be able to obtain the same within 30 days of their start date:

- Must be licensed Attorney under Illinois law
- Illinois Class D Vehicle Operators License

**Equal Opportunity Employer**

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## City of Danville Position Description

**Position Title:** CITY CORPORATION COUNSEL

**Classification No.** 108

**Department:** Public Affairs

**Division:** Legal

**Type of Position:**

Full-Time Regular     Temporary     Overtime Exempt     Union  
 Part-Time     Seasonal     Non-Exempt     Non-Union

**Position Reports To/Supervised By:** Mayor

**Position Oversees/Supervises:** Assistant City Corporation Counsel and Office Staff.

**Position Summary:** The general purpose of this position and/or contribution to the department is: This professional position reports to the Mayor and supervises the Legal Division. The City Corporation Counsel handles the preparation and enforcement of certain City codes and ordinances and provides legal advice and assistance to city departments and officials. The City Corporation Counsel is responsible for the prosecution of code and ordinance violations, disciplinary hearings, licensing issues, certain collections cases and other related matters.

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**Physical Demands:** The physical demands shown on the accompanying Chart 22 are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environmental Demands:** The work environment characteristics shown on Chart 22 are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Other Information:** Employees of the City of Danville are expected to be honest, courteous and helpful to the public and handle matters in confidence. The City Council has adopted a "Code of Ethics" that is applicable to all employees and officers of the City.

**Residency Requirements:** Employees and Officers of the City of Danville must establish their principal residence in Illinois, within the corporate limits of the City of Danville within six (6) months following successful completion of their probationary period.

**Probationary Period:** New employees must serve a 90-day probationary period. Successful completion of the probationary period is based on the employee's ability to carry out the essential duties and responsibilities of the position as determined by the individual's supervisor and/or department head.

**Prepared By:** Department Head/Human Resources Administrator      **Date:** 1/15/16

**Approved:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_  
Human Resources Administrator

**Approved:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_  
Mayor

# City of Danville, Illinois - CHART of PHYSICAL and ENVIRONMENTAL DEMANDS

## CHART NO. 22

## POSITIONS: Attorney

### ESSENTIAL PHYSICAL DEMANDS

ACTIVITY	From Table	Job Requires	ACTIVITY	From Table	Job Requires
Walk	3	O	Lower	3	O
Sit	3	C	1. Weight		LM
Stand	3	F	2. Height		S
Climb	3	O	Crawl	3	NA
1. Stairs	3	O	Turn	3	O
2. Ladders	3	NA	1. Standing	3	O
3. Scaffold	3	NA	2. Sitting	3	O
4. Other	3	NA	Carry	3	O
Kneel	3	NA	1. Weight		L
Bend	3	M	2. Distance		A
Reach	3	M	Handle/Feel	5	N
Push	3	M	Finger Dexterity	5	N
1. Weight		L	Color Distinction	5	N
2. Height		S	Visual Acuity	5	N
Pull	3	M	1. Close/Reading	3	C
1. Weight		L	2. Normal	3	O
2. Height		S	3. Distance	3	M
Lift	3	O	4. Peripheral	3	M
1. Weight		LM	Driving Vehicle	3	NA
2. Height		S	Operate Lt/Hvy Equipment	3	NA

### WORKING CONDITIONS / ENVIRONMENTAL DEMANDS

Primary Work Locations	2	ID	Noise Level	5	N
Other Work Locations	2	ID	1. Vocal	4	N
Climatic Conditions	5	N	2. Mechanical	4	BN
1. Normal	4	MD	3. Vehicular	4	BN
2. Hot	4	LM	Vibrations	4	L
3. Cold	4	LM	Atmospheric Conditions	5	N
4. Variable	4	LM	1. Humid	4	L
Exposure to Hazards	5	NA	2. Wet	4	L
1. Height	4	NA	3. Dry	4	L
2. Cramped Quarters	4	NA	4. Odors	4	L
3. Exposure to Burns	4	NA	5. Dust	4	L
4. Electrical	4	NA	Work Relations	NA	NA
5. Mechanical	4	NA	1. Work Alone	3	C
6. Radiant Energy	4	NA	2. Work With Others	3	C
7. Toxic	4	NA	3. Work Around Others	3	C

### KEY TO ABBREVIATIONS AND DEFINITIONS

Table 1 - Weights and Distances	Table 2 - Location	Table 3 - Percent of Time	Table 4 - Exposure	Table 5 - Other
L - Light (0-10#)	[D] - Indoors	M - Minimal (Less than 10%)	L - Light	BN - Below Normal
LM - Light to Moderate (10-25#)	OD - Outdoor	0 - Occasional (10-25%)	LM - Light to Moderate	N - Normal/Average
Moderate (25-45#)	G - Garage	F - Frequent (25-50%)	MD - Moderate	AN - Above Normal
MH - Moderate to Heavy (45-75#)	DY - Driving	C - Constant (over 50%)	MH - Moderate to Heavy	V - Variable
H - Heavy (over 75#)			H - Heavy	SE - Seasonal
S - Small/Short (0" - 3')				
A - Average (3' - 6')				
T - Tall/Long (over 6")	NA - Not Applicable			



# City of Danville, Illinois Application for Employment

Main Lobby Employment Application Deposit Box  
City of Danville, IL  
Robert E. Jones Municipal Building  
17 West Main Street  
Danville, Illinois 61832

<b>OFFICE USE ONLY</b>		
GED _____	HS Dip _____	>HS _____
BACKGROUND CHECK _____		

**TELEPHONE: (217) 431-2300      FAX: (217) 431-2200      EMAIL: jamie.white@cityofdanville.org**

**Instructions:** Please Print or Type. Use check (x) where appropriate. Applicant may attach resume and/or any other supporting documentation in support of this application. All documents should be on letter size paper (8 1/2" x 11"), and should read from the top or left side. Please staple the completed application and all documents in the upper left hand corner. Do not use binder, folder or presentation cover. **Applicant's signature is required on the last page.**

Position Applying for: Corporation Counsel

**Applicant's Name:**

First Name	Middle	Last Name	Maiden or other Last Names
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**Present Address:** \_\_\_\_\_

No & Street	Apt/Unit No	City	State	Zip
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**Telephone:** Home: (\_\_\_\_\_) \_\_\_\_\_ Work/Daytime: (\_\_\_\_\_) \_\_\_\_\_

**Leave Message:** (\_\_\_\_\_) \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of the City of Danville that all persons are entitled to equal employment opportunities, and therefore, the City does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex, marital, veteran physical or mental handicap unrelated to ability, or any other legally protected status, provided the applicant meets the qualifications and physical requirements deemed necessary to perform the job.

**DRUG FREE WORKPLACE POLICY**

The Danville City Council has adopted a Drug Free Workplace Policy which requires all City of Danville employees to abide by the terms of the policy including, but not limited to, the fact that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any City workplace and that actions shall be taken against any employee for violation of this prohibition. Employees who are required to hold CDL licenses are under a separate Drug/Alcohol Policy requiring periodic random testing. This policy specifies actions the City will take if employees in this classification violate this policy.

**CITY OF DANVILLE CODE OF ETHICS**

The City's Code of Ethics Policy requires that public officers and employees be independent, impartial and responsible to the people; that government decisions and policy be made within proper channels of the government structure; that the public office not be used for personal gain; and that the public have confidence in the integrity of its government. This Code establishes guidelines for setting forth those acts or actions that are incompatible with the best interests of the City.



<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand the City's "Drug Free Workplace" and "Code of Ethics" policies as summarized on page 1?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you hold a valid Vehicle Driver's License? What Class _____ What State _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you hold a Commercial Driver's License (CDL)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you served in the U.S. Armed Services, Reserves or National Guard? If yes, list branch and current status _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you presently, or have you ever been, an employee of the city of Danville? If yes, which department _____ When? _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there any members of your immediate family currently employed by the City of Danville? If yes, which department? _____ Name _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of a crime? If yes, please explain. _____ <i>Applicant is not obligated to disclose sealed or expunged records of a conviction.</i>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you authorized to work in the United States?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you live inside of the city limits?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If hired, are you willing to move inside of the city limits within 6 months?

**Employment Background:** When completing this portion of the application **DO NOT USE THE TERM SEE RESUME**, these responses are more specific. Begin with current or most recent job; list your work history, including military service.

Explain gaps in employment:

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**1. EMPLOYER:** \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_

Skills Required: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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**2. EMPLOYER:** \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_

Skills Required: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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**3. EMPLOYER:** \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_

Skills Required: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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**4. EMPLOYER:** \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_

Skills Required: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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**5. EMPLOYER:** \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_

Skills Required: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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**6. EMPLOYER:** \_\_\_\_\_ Employer Address & Phone: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Job Duties/Job Title: \_\_\_\_\_

Skills Required: \_\_\_\_\_ Last Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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**EDUCATIONAL BACKGROUND:** Complete the following chart as thoroughly as possible.

City of Danville requires a minimum high school diploma or GED for all positions. If hired, falsifying application information is grounds for termination.

School or Level	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate	List Diploma or Degree
High School	_____		9 10 11 12	___ Yes ___ No	
Junior Community College	_____		1 2	___ Yes ___ No	
College Or School	_____		1 2 3 4	___ Yes ___ No	
Graduate School	_____			___ Yes ___ No	
Technical (Specify)	_____			___ Yes ___ No	
Military	_____			___ Yes ___ No	
Other	_____			___ Yes ___ No	

**Other Training/Skills:** Provide as much information as possible.

\_\_\_ Yes \_\_\_ No Have you received training in the field for which you are applying?

\_\_\_ Yes \_\_\_ No Do you hold any technical or professional licenses?

If yes, explain; giving type, issuing state, training program name, school or location of training, hours completed, and certificates received.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Which of the following skills do you possess?

\_\_\_ Typing \_\_\_ Word Processing \_\_\_ Calculator \_\_\_ Filing \_\_\_ Radio/Dispatch

\_\_\_ Transcribing \_\_\_ Personal Computer \_\_\_ Driving a Truck \_\_\_ Operating Heavy Equipment

\_\_\_ Other (please list) \_\_\_\_\_

Which computer skills do you possess?

\_\_\_ Word Processing \_\_\_ Data Bases \_\_\_ Spreadsheets \_\_\_ Programming

\_\_\_ Other (please list) \_\_\_\_\_

List computer programs (software) you are able to use with proficiency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Information:**

List any additional information you feel important to your application.

**References:** Give name, address and telephone number of three references who **are not** related to you and **are not** previous employers. References should be people who know of your skills and abilities and who can vouch for your character. (i.e. teachers, clergy, co-worker)

- 1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 In what capacity does this person know you? \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 In what capacity does this person know you? \_\_\_\_\_
- 3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 In what capacity does this person know you? \_\_\_\_\_

**Attention:** Read the following statement carefully before signing application. Application must be signed.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, consumer reports, investigative consumer reports, driving record, and criminal history. I authorize any person, school, current and former employer, consumer-reporting agency, and any other organization or agency to provide information relevant to such investigation and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so. I understand that I have the right to make a written request within a reasonable period of time for complete disclosure of the nature and scope of any investigation. I further authorize any physician or hospital to release any information, which may be necessary to determine my ability to perform the job for which I am being considered, or any future job in the event that I am hired.

I understand that I may be required to pass a drug-screening examination. I hereby consent to a pre-employment drug screen as a condition of my employment.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME, IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Please check to see that you have answered all questions and that your application (including signature) is complete.



**AUTHORIZATION FOR RELEASE OF  
PERSONAL INFORMATION  
FOR USE BY THE CITY OF DANVILLE, IL**

I, \_\_\_\_\_, do hereby authorize a review and full disclosure of  
(Print full Name and any other names you have used including Maiden Name if applicable)

all records concerning myself to the City of Danville, Illinois, including the Personnel Office and Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of law enforcement agencies, educational institutions, and former employers.

I understand that any information obtained by a personal history background investigation that is developed directly or indirectly, in completely or in part, upon this release authorization will be considered in determining my suitability for employment with the City of Danville, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from all liability, which may be incurred as a result of furnishing such information. I further release the City of Danville, Illinois's agents including the Personnel Office or Police Department from any and all liability, which may be incurred as a result of collecting such information.

I also understand that this authorization to furnish information is executed in consideration of my application for eligibility for appointment to a position with the City of Danville.

A photocopy of this release form will be as valid as the original thereof, even though the said photocopy does not contain an original writing of my signature.

**I have read and fully understand the contents of this "Authorization for Release of Personal Information".**

\_\_\_\_\_  
(Signature of Applicant - Full Name as Printed Above) (Date)

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Social Security number: \_\_\_\_\_



# City of Danville Applicant Data Record

All applicants and employees are treated during employment without regard to race, color, religion, gender, national origin, age, marital/veteran status, medical condition, or impairment.

To help us comply with government record keeping, reporting and other legal requirements, please complete the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date: \_\_\_\_\_

Position(s) Applied: \_\_\_\_\_

Referral Source:     Newspaper     Radio     Postcard     Walk-In

City of Danville Website     Friend/Relative     Agency/Recruiter     Other: \_\_\_\_\_

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Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
          Last                      First                      Middle                      Area Code

Address \_\_\_\_\_  
                    Number                      Street                      City                      State                      Zip Code

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### Affirmative Action Information

Government agencies require periodic reports on the gender, ethnicity, impairment, and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

**GENDER:**     Male     Female

**RACE/ETHNIC GROUP:**

- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)

**VETERAN STATUS:**

- Vietnam Era Veteran
- Special Disabled Veteran
- Other Protected Veteran
- Impairment: \_\_\_\_\_