

Legislative Reference Bureau – Legislative Counsel

Summary: The Chicago City Council Legislative Reference Bureau is seeking an attorney to serve as Legislative Counsel for the Chicago City Council's Legislative Reference Bureau (LRB). The primary roles of the Legislative Counsel are drafting legislation, providing impartial legal and legislative research, and serving as a resource for members of City Council and City Council Committees, including conducting trainings, briefings, and seminars upon the request of members of City Council. The Legislative Counsel reports to the Director of the LRB.

Qualifications:

- Graduation from an ABA accredited law school with a Juris Doctor degree.
- Superior writing, research, editing, and communication skills.
- Experience or exposure to drafting, reviewing, editing, and analyzing legislation, preferably municipal legislation a plus.
- Experience and background in public policy and familiarity with the Chicago Municipal Code and Illinois Municipal Code a plus.

Responsibilities and Duties:

- Draft municipal legislation for the City Council and City Council Committees, including ordinances, resolutions, and both substantive and ceremonial resolutions.
- Serve as a resource for the members of City Council and their staff, and provide impartial legislative research upon request, including identifying federal and state legislation that may relate to a pending ordinance, compiling reports of findings of external interest groups, and locating former or existing laws in the Chicago Municipal Code.
- Attend City Council meetings and Committee hearings and prepare monthly summaries of legislation introduced to City Council.
- Prepare briefings, trainings, and seminars for City Council, Committees, and staff upon request.
- Serve as a resource for questions of parliamentary procedure for the members of City Council and Committees.
- Assist the Director and other LRB staff with various budgetary and administrative tasks.
- Supervise the City Council Aldermanic Internship program and will organize educational events for the academic interns serving all 50 wards.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

Application Requirements: Interested candidates should submit a cover letter, resume, and recent writing sample to LegislativeReference@cityofchicago.org.

Location: Chicago City Hall, 121 N. LaSalle St. Chicago, IL 60602

Schedule: Full-time, 9:00 AM – 5:00 PM, Monday-Friday. Some evening and weekend availability may be required.

Salary: Starting at \$70,000 per year