



## OFFICE OF THE COOK COUNTY CLERK

### Human Resources

118 N. Clark Street, Room 230  
Chicago, Illinois 60602  
(312) 603-5656

### STANDARD JOB DESCRIPTION

#### Legal Counsel – Elections

**Job Code:** 5368

**Job Title:** Legal Counsel - Elections

**Salary Grade:** 24

**Position I.D. No.:** 0060814

**Status:** Shakman Exempt

**Division:** Elections

#### Job Summary

The Legal Counsel – Elections reports directly to the Chief Legal Counsel. The principal responsibility of the Legal Counsel – Elections position is to provide legal counsel to the Cook County Board of Elections and the Elections Department of the Cook County Clerk’s Office (CCCO). This position oversees every stage of the ballot preparation process, including candidate filings and objections. Legal Counsel - Elections manages ballot access and candidacy matters for the Cook County Clerk, including candidate filing and objections, in addition the role authorizes the final certification of the ballot prior to ballot printing.

This role will be required to provide substantive counsel on policy and legislation related to elections. This position manages external relationships with Local Election Officials and Elected Officials. This position will be expected to work collaboratively with other election authorities to ensure that Cook County conducts a fair and ethical election using industry best practices.

This position will have access to confidential and sensitive information and will participate in “Confidential” meetings, communications and “Policymaking” related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

#### Essential Job Duties

- Develops strategic elections plans to budget and determine staffing, software, equipment, and training needs.
- Oversees and assists the election setup including ballot access, candidate services and staff training of programming to ensure accuracy.
- Administers all ballot entitlement programs including Joint Petition Program and Record Examinations.
- Manages business relationship with all Local Election Officials.
- Manages business relationship with all Republican and Democratic Committeepersons.
- Develops Election Schedule for Public Release.
- Defines all signature requirements for Ballot access.

- Oversees and assists in developing materials and facilitating training for Record Examination staff.
- Provides support and consultation to Local Election Officials regarding elections including coordination of meetings, training and ballot access.
- Analyzes research and recommends statutory and policy changes for Election matters.
- Researches and creates action plan for proposed legislation.
- Manages petition intake process for apparent conformity.
- Coordinates with Republican and Democratic Committeepersons, Governmental and Non-Profit Partners to develop ballot access and election judge outreach programs.
- Develops election platform and legislation via review of proposed legislation and recommends legislation needed to carry out CCCO policy needs.
- Participates in employee selection, orientation, training, performance management and disciplinary actions.
- Manages ballot creation process in concert with Election Data Unit.
- Researches and drafts legal opinions on Election matters
- Manages interaction between all Election Boards and the CCCO.
- Advise Cook County Clerk on legal matters related to Elections.
- Training and development of Election Board Hearing Officers.
- Mange Mail Voting system.
- Provide legal advice on Ethics Filings and Statement of Economic Interest filings.

#### **Minimum Qualifications**

- Possession of J.D. from an accredited law school.
- Currently licensed to Practice law in the State Illinois in good standing.
- Five (5) years of full-time paid work experience in Election Law and familiarity with the election and filing cycles.

#### **Preferred Qualifications**

- Five (5) years of full-time paid work experience advising executive or administrative level clients.
- Seven (7) years of full-time paid work experience in Election Law and familiarity with the election and filing cycles.
- Five (5) years of full-time paid work experience with privacy and FOIA law.
- Five (5) years of full-time paid work experience with employment and labor law.

#### **Knowledge, Skills, and Abilities**

- Working knowledge of Cook County and local government policies, practices, and operations.
- Expert knowledge of election and voter registration laws, requirements and procedures.
- Knowledge of election processes, timeframes, rules and regulations.
- Knowledge in operating personal computers, software, office and election equipment.
- Ability to conduct legal research and understand Federal and State Statutes to draft memoranda containing accurate and concise analysis.
- Ability to apply and explain statutes and regulation to staff and the public.
- Ability to analyze facts, make sound decisions, formulate administrative procedures, recommend solutions, determine priorities, and meet deadlines.
- Ability to maintain consistently high levels of productivity, accuracy, and organization.
- Ability to effectively organize, direct, and supervise the work of others.

- Ability to assess training needs and implement training programs.
- Ability to effectively communicate orally and in writing.
- Familiarity with election data sets and ballot entitlement.
- Strong written and verbal communication skills, including ability to prepare reports, and ability to present technical information to non-technical audiences.
- Strong organizational skills, including effective time management, multi-tasking, and project management skills in a team environment.
- High attention to detail and accuracy is required, as well as the ability to work successfully under pressure and meet critical deadlines.
- Strong team leadership and interpersonal skills, and demonstrated success working collaboratively with subordinates, superiors, vendors, and other colleagues at all levels of management.

#### **Physical Requirements**

- Standing and walking for moderate periods of time.
- Ability to sit for at least two (2) hours at a time.
- May have to lift 10 lbs.
- Long periods of time working on computer requiring vision and typing capabilities.