



# CITY OF DANVILLE, IL JOB VACANCY NOTICE

## FOR THE POSITION OF CORPORATION COUNSEL

**VACANCY CLOSING DATE – 4:30pm Wednesday, December 16, 2020**

Applications and full-time employee request for position transfer 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, 1:00pm – 4:30pm, Monday – Friday.

**Salary Range:** Based on qualifications

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

**Position Summary:** 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, provides legal advice and assistance to city departments and officials, and is responsible for the prosecution of code and ordinance violations, disciplinary hearings, licensing issues, certain collections cases and other related matters.

**Required Knowledge and Skills:** The following skills are basic to the functions of this position. The employee must have strong computer skills, including word processing. Must have basic math skills including percentages, interest and similar concepts. Must provide legal counsel on land use and other zoning matters. Must administer contracts. Must analyze and apply legal principles, facts, evidence and precedents to legal problems affecting local government. Must manage legal projects to meet the needs of the City, communicate statements of law, fact and argument in written and oral forms. In addition, the employee must have an extensive knowledge of the court system and how to handle enforcement of City codes and ordinances through the court system.

**Qualifications and Experience:** The employee must be a fully qualified and licensed Attorney under Illinois State law, and have five years of experience practicing as legal counsel for a public agency. In addition, the employee must have progressively responsible experience in management and supervision, or any combination of experience and training that would demonstrate the knowledge, skills and abilities required to perform the essential job functions.

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

**Required Licenses:** The person holding this position must be a licensed Attorney under Illinois law and possess an Illinois Class D Vehicle Operators License.

**Equal Opportunity Employer**