



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

OFFICE USE ONLY		
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BACKGROUND CHECK _____		

TELEPHONE: (217) 431-2300 FAX: (217) 431-2202 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. Applicant's signature is required on the last page.

Position or Department Applying for: Corporation Counsel

Applicant's Name: James L. Simon

Present Address: [REDACTED]

Telephone: Home: [REDACTED] Work/Daytime: [REDACTED]

EMAIL ADDRESS: [REDACTED]

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.

CITY OF DANVILLE RESIDENCY REQUIREMENTS

Unless otherwise dictated by a Collective Bargaining agreement, employees of the City of Danville hired after June 18, 2019 must establish their principal place of residence within five (5) miles of the corporate limits of the City. An employee of the City who successfully completes his or her probationary period of employment shall then have a period of 6 months to establish residence within the required limits. Any employee of the City who shall fail to comply with the residency requirement shall be terminated.

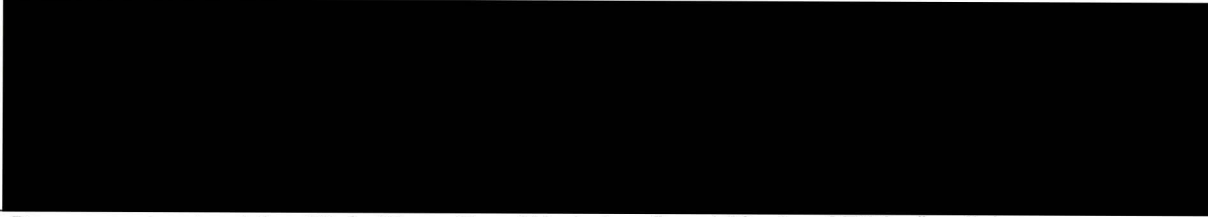
DRUG FREE WORKPLACE POLICY

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.

__ Yes	X No	Do you live inside the Danville city limits?
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<input type="checkbox"/> Yes	<input type="checkbox"/> No SEE NOTE	If you live outside Danville's city limits and you were hired, would you comply with the City's residency policy which requires all city employees hired after June 18, 2019 to live within 5 miles of the corporate city limits? 
<input checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Do you hold a valid Vehicle Driver's License? What Class. D What State IL
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Do you hold a Commercial Driver's License (CDL)
<input type="checkbox"/> Yes	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Are you authorized to work in the United States?

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: None.

1. **EMPLOYER:** City of UrbanaA

Employer Address & Phone:
400 S. VINE ST., URBANA, IL 61801. (217) 384-2456

Employed From: 11/05/2012 To: Present Job Duties/Job Title: City Attorney, head of Legal Division.

Skills Required: Same as those required for Danville's Corporation Counsel. Reason for Leaving: N/A
Ability to handle diverse and complex legal matters.

2. **EMPLOYER:** Lakelaw

Employer Address & Phone:
420 W. Clayton St., Waukegan, IL 60085. (847) 249-9100

Employed From: 07/2010 To: 11/2012 Job Duties/Job Title: Of Counsel Attorney.

Skills Required: Ability to provide legal counsel, advice representation in handling diverse and complex legal matters. Reason for Leaving: To accept position with City of Urbana.

3. **EMPLOYER:** LifeCycle Investments, LLC

Employer Address & Phone: Closed in late summer 2010.

Employed From: 08/2007 To: 07/2010 Job Duties/Job Title: General Counsel for and owner of start-up Investment company. Managed assets having aggregate value of \$26 million.

Skills Required: Ability to provide legal counsel, advice representation in handling diverse and complex legal matters in financial industry. Reason for Leaving: Collapse of financial industry in 2008 forced closing. To accept position with Lakelaw.

4. **EMPLOYER:** Roberts, Simon & Even, Ltd.

Employer Address & Phone: Closed in Fall 2019.

Employed From: 08/1989 To: 12/2007

Job Duties/Job Title: Partner, attorney. Handling diverse and complex matters including those for special library districts.

Skills Required: Ability to provide legal counsel, advice and representation in handling diverse and complex legal matters.

Reason for Leaving: To start LifeCycle Investments, LLC.

5. **EMPLOYER:** Schuyler, Roche & Crisham, PC,

Employer Address & Phone: 180 N. Stetson Ave., Ste 3000 Chicago, IL 60601. (312) 565-2400

Employed From: 03/1983 To: 08/1989

Job Duties/Job Title: Partner, attorney. Handling divers and complex matters including those for special library districts.

Skills Required: Ability to provide legal counsel, advice Representation in handling diverse and complex legal matters.

Reason for Leaving: To start own law firm.

Schuyler, Ballard & Cowan

Merged with Schuyler Roche & Crisham, PC

From: 12/1977 To: 03/1983

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	Highland Park High School 433 Vine Ave. Highland Park, IL	Geneal	12	Yes	Diploma
Junior Community College	N/A		1 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College Or School	Ohio University Athens, OH 45701	Industrial & Systems Design	3	No	Transferred to University of Illinois
	University of Illinois Urbana-Champaign, IL	Same	1.5	Yes	Bachelors in Fine Arts
Graduate School	DePaul University College of Law 25 E. Jackson Blvd. Chicago, IL 60604	Law	3	Yes	Juris Doctor, <i>Magna Cum Laude</i>
Technical (Specify)	_____			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Military	_____			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Other	_____	_____	_____	_____	Yes No
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Other Training/Skills: Provide as much information as possible.

X Yes ___ No Have you received training in the field for which you are applying?
 X 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. License to practice law in the State of Illinois. 05/1977.

Which of the following skills do you possess?

___ Typing X Word Processing X Calculator ___ Filing ___ Radio/Dispatch
 ___ Transcribing ___ Personal Computer ___ Driving a Truck ___ Operating Heavy Equipment
 ___ Other (please list) _____

Which computer skills do you possess?

X Word Processing ___ Data Bases ___ Spreadsheets ___ Programming
 ___ Other (please list) _____

List computer programs (software) you are able to use with proficiency: MS Word, Outlook, Adobe DC Pro

Additional Information: List any additional information you feel important to your application.

Having undertaken and performed substantially similar work for the City of Urbana as its City Attorney and as head of its Legal Division, I believe I am eminently qualified for Danville's Corporate Counsel position.

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)

References will be provided upon receipt of conditional offer. References may be contacted as part of any larger background check. I further authorize the City of Danville to undertake and conduct a criminal background check of me.

- Name: _____ Phone: _____
 Address: _____ City: _____
 In what capacity does this person know you? _____
- Name: _____ Phone: _____
 Address: _____ City: _____
 In what capacity does this person know you? _____
- 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 at a later date.

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: January 4, 2021. Applicant's Signature: /s/ James L. Simon
(Note: This form of signature is recognized in state and federal courts.)

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, James L. Simon, do hereby authorize a review and full disclosure of 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 which is developed directly or indirectly, in whole 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 any and 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".

/s/ James L. Simon 01/04/2021

Address: [REDACTED]



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: 01/04/2021

Position(s) Applied For: Corporation Counsel _____

Referral Source: Newspaper Radio Facebook Walk-In Instagram

City of Danville Website Friend/Relative Twitter Other: Ill. State Bar Ass'n Job posting.

Name Simon James L. Phone _____
 Last First Middle Area Code

Address _____
 Number Street City State Zip Code

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: _____

JAMES L. SIMON

Attorney-at Law



December 30, 2020

Ricky Williams Jr.
Mayor
c/o Jamie White
City of Danville
17 West Main Street
Danville, IL 61832

VIA E-MAIL: jamie.white@cityofdanville.org

Re: Application of Corporation Counsel Position.

Dear Honorable Mayor Williams:

I am responding to the City of Danville's posting for applications for the position of Corporation Counsel that appears on the Illinois State Bar Association-jobs.careerwebsite.com.

For the past eight-plus years I have been serving as City Attorney for the City of Urbana ("Urbana"). As the following demonstrates,

I believe I am highly qualified for the position of Corporation Counsel having provided legal advice to Urbana's Mayor and appointed officials, staff in all of Urbana's departments, and its boards and commissions. I believe that my qualifications meet, if not exceed, the City of Danville's stated requirements for the Corporation Council position. After reviewing the following and my resume, I hope you agree.

Requirements

Qualifications

At least 5 years experience representing local public agencies.

8+ years serving as Urbana's City Attorney. 35+ years representing special library districts.

Analyzing and applying legal principles, facts, evidence, and precedents to legal problems affecting local government.

43+ years analyzing and applying legal principles to facts and assembling and evaluating evidence involving diverse legal issues for local government and private clients.

Manage legal projects to meet the needs of the City of Danville.

Managed diverse legal projects consistent with local government goals, objectives and priorities.

Advising elected city officials and departments on legal and procedural matters.

Provided advice and counsel to Urbana's Mayor, City Council, department heads and staff in all departments, and city appointees to boards and commissions. Provided advice to Urbana's

	city library and its executive director and to trustees of special library districts.
Negotiate solutions to complex legal problems.	Worked with elected and appointed officials and staff of local governments, including Urbana, to solve legal problems and disputes of serious concern. Have negotiated resolution of complex lawsuits involving \$100s millions in risk exposure. Have 16 years experience teaching negotiation strategies and skills to law students, attorneys, government employees, and judges. Have formal training and worked as a mediator for 9+ years. Served as panel chair in 100+ arbitration matters for the court-annexed mandatory arbitration program.
Communicate, orally and in writing, statements of law and fact and argument to government officials in a clear and efficient manner.	Have been communicating, orally and in writing, legal principles and applying such principles to facts for informational and advocacy purposes for and on behalf of elected and appointed government officials and their staff and private clients for 43+ years. Matters have included risks in excess of \$100+ million.
Organizing and prioritizing extensive workload.	Have spent 43+ years in the practice of law organizing and prioritizing my work and discharging my legal responsibilities in a professional and ethical manner.
Administering contracts for outside legal services.	Have retained outside legal counsel and managed their retainer contracts for numerous matters. Have collaborated with outside counsel regarding litigation strategy and resolution on behalf of Urbana, large financial institution, and private clients.
Supervising others.	Supervised Urbana's two Assistant City Attorneys and two Legal Assistants. While in private practice, supervised less experienced attorneys, paralegals and legal assistants.
Computer skills.	Have been handling my own word processing work since 1990.
Required licenses.	Licensed to practice law in the State of Illinois since May 1977. Possess an Illinois driver's license.

Mayor Williams
December 30, 2020
Page 3

Enclosed, please find my resume for your consideration. I look forward to discussing this opportunity at your earliest convenience. Feel free to contact me at my e-mail or cellphone number above. *I would appreciate you keeping this application strictly confidential.*

Sincerely,
James L. Simon

JAMES L. SIMON

Attorney-at Law

Corporation Counsel – City of Danville

Professional Experience & Accomplishments:

Professional experience is highlight by 43+ years of providing counsel, advice and representation to and on behalf of local governments and private clients in diverse transactional, policy and litigated matters. Professional experience also includes mediation (as a neutral and an advocate) and small-case arbitration (as chair of three-arbitrator panels).

- Currently serving as City Attorney for the City of Urbana and as head of its Legal Division. Handling and have handled matters involving routine and complex legal issues typically experienced by home rule units of local government. Managed Legal Division staff of two Assistant City Attorneys and two Legal Assistants.
- Drafted and provided legal advice on numerous and extensive ordinances, resolutions, policies and procedures, emergency orders, other legal documents, and memoranda on complex legal issues.
- Negotiated, drafted, reviewed, analyzed, and provided legal advice regarding contracts and related documents (including intergovernmental agreements) for units of local government as well as for private clients.
- Researched and communicated advice, orally and in writing, over 43+ years on significant legal issues.
- Developed templates for requests for proposals, requests for qualifications, and invitations to bid for acquisitions, labor and/or services expected to be in excess of \$25,000.
- 43+ years resolving numerous routine and complex legal disputes for units of local government and private clients. Several matters involved nationally recognized healthcare organizations with risk exposures of \$500+ million.
- Represented the City of Urbana in litigated matters in state court involving novel legal issues.
- Represented special library districts in state court and before administrative agencies.
- Served as adjunct professor for nine years at DePaul University College of Law and have been serving for the past seven years as adjunct professor at the University of Illinois College of Law. Have taught 1000+ students negotiation strategies and skills to law students at both institutions.
- Formally trained in 40-hour course in mediation skills and strategies.
- Presented numerous lectures to attorneys, public employees, judges, and others on the subjects of negotiation and mediation strategies and skills.
- Handled and served as panel-chair in 100+ circuit court mandated small-case arbitrations involving claims between \$5,000 and \$50,000.
- Member of judicial task force for the 19th Judicial Circuit charged with developing, drafting and instituting rules and procedures for mortgage foreclosure mediation proceedings.
- Doctor of Jurisprudence, *Magna Cum Laude*, DePaul University College of Law.
- *Pi Gamma Mu National Social Science Honor Society* for outstanding scholarship.

- Recipient of several American Jurisprudence Book awards for outstanding scholarship in particular law school courses.
- Published –
 - *The Case for Mandatory Mediation in Foreclosure Matters: Can It Work for the Circuit Court of the 19th Judicial Circuit*, The Docket (Lake County Bar Association Journal), Vo. 19, No. 3 (Mar. 2012).
 - *The Role of Mini-Trial in Negotiation and Mediation – Two Cases*, The Docket (Lake County Bar Association Journal), Vo. 19, No. 6 (Jul. 2012).
 - *Informed Consent*, a chapter in an Illinois Institute for Continuing Legal Education, for a manual involving healthcare law.

Licenses & Admissions to Practice:

Licensed to practice law in the State of Illinois. Admitted to practice before the Illinois Supreme Court, United States Supreme Court, United States Court of Appeals for the Seventh Circuit, United States District Court for the Northern District Illinois, and have practiced in federal courts located in CA, IL, IN, IA, MI, NJ, NY, OH, and TX as well as federal courts of appeal in IL, IO and MI.

Career History:

• City Attorney	City of Urbana	11/2012 – Present
• Of Counsel	Lakelaw	07/2010 – 11/2012
• General Counsel	LifeCycle Investments, LLC	08/2007 – 07/2010
• Attorney/Partner	Roberts, Simon & Even, Ltd.	08/1989 – 12/2007
• Attorney/Partner	Schuyler, Roche, P.C.	12/1978 – 08/1989
• Attorney/Associate	Hinshaw & Culbertson	03/1977 – 12/1978
• Adjunct Professor	DePaul University Coll. of Law	2006 – 2012
• Adjunct Professor	University of Illinois Coll. of Law	2014 – present
• Director	DePaul University Center for Dispute Resolution	2007 - 2009

References will be provided as part of any criminal and other background check undertaken after a contingent offer of employment is made.

Applicant requests that this application be held in the strictest of confidence.

From: [Jamie White](#)
To: [James Simon](#)
Subject: RE: Corporation Counsel Application
Date: Monday, January 4, 2021 4:37:00 PM
Attachments: [image002.png](#)
[image003.png](#)

Mr. Simon,

Thank you for your completed application. I completely understand your reasons for not providing your Social Security number. It is not necessary at this time. I will contact you should I need it.

Kindly,

Jamie White
Payroll & Personnel Manager
City of Danville
17 W. Main Street | Danville, IL 61832
Phone: 217.431.2300 | Fax: 217.431.2202
jamie.white@cityofdanville.org
www.cityofdanville.org



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From: James Simon [REDACTED]
Sent: Monday, January 4, 2021 1:27 PM
To: Jamie White <jamie.white@cityofdanville.org>
Subject: [EXTERNAL] Re: Corporation Counsel Application

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

Ms. White –

Attached please find my application for the Corporation Counsel position. Please note that I have not included my Social Security number. I am hesitant to send something with my Social Security number over unsecure e-mail. If you need the number, please call and I will be happy to provide it to you. You can reach days and evenings at [REDACTED]

I very much look forward to next steps in the hiring process.

Take care, stay well.

James L. Simon

Attorney-at-Law

jSimon48@comcast.net

From: Jamie White <jamie.white@cityofdanville.org>

Date: Monday, January 4, 2021 at 11:10 AM

To: James Simon [REDACTED]

Subject: RE: Corporation Counsel Application

Mr. Simon,

Thank you for your concern. I appreciate the information you provided. The residency requirement can be negotiated with the Mayor. He is the only one who can provide an exception. You are welcome to present these concerns should you be chosen for an interview. We are more interested in your qualifications and experience. Please do not let it hinder you from submitting an application.

Again, I appreciate you taking the time to reach out with your concerns. Please let me know if you have any further questions.

Kindly,

Jamie White

Payroll & Personnel Manager

City of Danville

17 W. Main Street | Danville, IL 61832

Phone: 217.431.2300 | Fax: 217.431.2202

jamie.white@cityofdanville.org

www.cityofdanville.org



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From: James Simon [REDACTED]
Sent: Monday, January 4, 2021 10:29 AM
To: Jamie White <jamie.white@cityofdanville.org>
Subject: [EXTERNAL] Corporation Counsel Application

Ms. White –

Thank you for sending me the Danville job application form in Word format.

I have reviewed the application form and job posting for the Corporation Counsel position and have a question. The application provides that within six months following probationary period the employee must establish residence within a five-mile radius of the City of Danville. I'm wondering whether, should I become the successful candidate, there might be an exception to that condition.

[REDACTED]

Thank you.

Take care, stay well.

James L. Simon
Attorney-at-Law
[REDACTED]