

Assistant City Attorney Interview Schedule

Monday, February 12, 2007 (Police Conference Room)

1:30 p.m. Curtis Borman

2:30 p.m. Amy Twohey

Wednesday, February 21, 2007 (Mayor's Office)

2:00 p.m. Ronald O'Neal

3:00 p.m. Nathaniel Schmitz



ASSISTANT CITY ATTORNEY

Deadline Extended

\$65,054 - \$72,779/year

Experience in municipal law, including labor law, employment issues and public sector collective bargaining. Some degree of litigation experience in ordinance prosecutions, small claims and collection, pre-trial preparation, and case evaluation is desirable.

Admission to the Illinois State Bar with a minimum of 2 years of practice is required.

Open until filled; however, in order to ensure consideration the complete application package must be received by **Monday, December 18, 2006**.

Apply at www.city.urbana.il.us/jobs or 400 S. Vine St., Urbana, IL, 61801. 217-384-2458.

The City of Urbana Welcomes Diversity

We foster an environment that values and encourages mutual respect, inclusion of all people and utilizing differences and similarities as an organizational asset.

EOE

Assistant City Attorney Recruitment

Websites

Illinois Municipal League
Illinois Job Bank/America's Job Bank
Champaign County Bar Association
International Municipal Lawyers Association
Illinois State Bar Association
National Bar Association
GovtJob.Net
City of Urbana
Careers in Government
govtjobs.com
Illinois City/County Management Association (ILCMA)
International City/County Management Association (ICMA)
governmentjobs.com
News-Gazette Online
Cook County Bar Association
Blacks in Government

Print Publications

News-Gazette



ASSISTANT CITY ATTORNEY

The City of Urbana, Illinois, is seeking an Assistant City Attorney for its in-house staff. The position entails working closely with City departments in a wide variety of legal areas and assisting the City Attorney in directing the legal affairs of the City.

Preferred experience for the ideal candidate: Experience in municipal law, including labor law, employment issues and public sector collective bargaining. Candidate should also have experience in administrative regulations, interpreting and developing contracts, and providing oral and written advice for legal decision making in time sensitive situations. Preferred candidate will assist the City Attorney with simple and complex litigation and ordinance enforcement. Therefore, some degree of litigation experience in ordinance prosecutions, small claims and collection, pre-trial preparation, and case evaluation is desirable.

Superior interpersonal, teamwork, and oral and written communication skills are required. Admission to the Illinois State Bar with a minimum of 2 years of practice is required. Recent comprehensive experience specializing in or with emphasis on municipal law or closely related governmental legal experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities is required.

Salary range is **\$65,054 - \$72,779** plus benefits, DOQ. Application date: Open until position is filled. For full consideration, submit cover letter, resume, and questionnaire to:

**City of Urbana
Personnel Department
400 S. Vine Street
Urbana, Illinois 61801**

Fax # 217/384-2426

jobs@city.urbana.il.us

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Urbana Assistant City Attorney Questionnaire

Please submit the following:

1. **Resume**: Please ensure that the level and length of your experience is clear. Please specify the hours worked for part-time and volunteer jobs and designate volunteer work as such.
2. **Questionnaire**: Please complete the attached questionnaire.
3. **Cover Letter**: Please provide a cover letter including salary expectations, a salary summary for the last three or more years, and contact information for one or more references that we may contact at this time.

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1. **Email as an attachment to jobs@city.urbana.il.us.**
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3. **Fax to Personnel Division, (217) 384-2426.**

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EMPLOYMENT APPLICATION

City of Urbana

Personnel
 400 South Vine Street
 Urbana, IL 61801

(217) 384-2458 / Fax (217) 384-2426

www.city.urbana.il.us/jobs

jobs@city.urbana.il.us

EQUAL OPPORTUNITY EMPLOYER: The City of Urbana is an equal opportunity employer dedicated to a policy of nondiscrimination in employment. All qualified applicants will receive consideration of employment regardless of race, color, national origin, religion, sex, age, marital status, physical and mental disability, sexual preference, political affiliation, or other legally protected group status. **The City of Urbana Welcomes Diversity.** We foster an environment that values and encourages mutual respect, inclusion of all people and utilizing differences and similarities as an organizational asset.

INSTRUCTIONS: Print or type legibly, accurately, and thoroughly. If you need assistance in completing this application, contact Personnel at (217)384-2458. **Incomplete applications may be disqualified.**

SPECIAL ACCOMMODATIONS: For those applicants with disabilities who need special accommodations to complete this application or any step in the application process, please notify us at (217)384-2458 so that arrangements can be made.

Position Applied For: City Attorney			
Name:			
Last			
Address:			
		City	State
		Zip	
Daytime Phone:	Evening Phone:	Cell Phone:	
Date Available for Work:	E-mail:		

Below is a list of some of the experience, knowledge, skills, and demonstrated abilities that would help a candidate prepare for this position. We recognize that no candidate will have all of the experience and skills listed. Please review and respond to each item below. You may explain your answers at the end of this section. However, information provided in your resume need **not** be repeated.

Yes

No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I have a J.D. / L.L.B. from an ABA accredited School of Law. |
| <input type="checkbox"/> | <input type="checkbox"/> | I am licensed to practice law in Illinois. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have two (2) or more years experience in the practice of law. |

Years Practicing: _____

I have the following litigation/appellate experience:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Experience with jury trials |
| <input type="checkbox"/> | <input type="checkbox"/> | Experience with Appellate Court |
| <input type="checkbox"/> | <input type="checkbox"/> | Experience with State Supreme Court |
| <input type="checkbox"/> | <input type="checkbox"/> | Experience with Federal District Court |
| <input type="checkbox"/> | <input type="checkbox"/> | Experience with Administrative Hearings |

I am experienced in the following areas of law (If your experience was gained outside of Illinois, specify the state.):

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Employment and labor law |
| <input type="checkbox"/> | <input type="checkbox"/> | Equal opportunity housing law |
| <input type="checkbox"/> | <input type="checkbox"/> | Prosecution and search and seizure issues |
| <input type="checkbox"/> | <input type="checkbox"/> | Drafting legal instruments |
| <input type="checkbox"/> | <input type="checkbox"/> | Drafting legislation, resolutions and/or ordinances |
| <input type="checkbox"/> | <input type="checkbox"/> | Drafting and executing contracts |

zoning ordinance

Interpreting and/or drafting provisions of

Annexation procedures

I have represented a municipality for _____ years. This experience was gained in a community of _____ residents.

I have successfully represented municipal interests in working with:

- Other local governments and entities
- State or federal agencies or departments
- The private sector
- The media
- Commissions and/or other subsidiary bodies (such as Human Rights Commission)
-

I am able to prepare materials using current word processing programs, communicate via e-mail, and perform research with computer tools.

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\$65,054 - \$72,779, plus benefits, DOQ

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Last	First	Middle	
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Daytime Phone:	Evening Phone:	Cell Phone:	
Date Available for Work:	E-mail:		

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- | | | |
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Yes **No**

- | | | |
|--------------------------|--------------------------|---|
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|--------------------------|--------------------------|---|
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| <input type="checkbox"/> | <input type="checkbox"/> | Drafting legal instruments |
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| <input type="checkbox"/> | <input type="checkbox"/> | Drafting and executing contracts |
| <input type="checkbox"/> | <input type="checkbox"/> | Interpreting and/or drafting provisions of zoning ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexation procedures |

Yes No

 I have represented a municipality for _____ years. This experience was gained in a community of _____ residents.

I have successfully represented municipal interests in working with:

Yes No

 Other local governments and entities

 State or federal agencies or departments

 The private sector

 The media

 Commissions and/or other subsidiary bodies (such as Human Rights Commission)

Yes No

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RECRUITMENT INFORMATION

Name _____

Position(s) Applied For: Assistant City Attorney

How did you hear about the position(s)? Check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> University of Illinois | <input type="checkbox"/> Individual/Organization (who?) _____ |
| <input type="checkbox"/> Our web site | <input type="checkbox"/> Other web site (which site?) _____ |
| <input type="checkbox"/> Job Information Line | <input type="checkbox"/> Job Fair (which one?) _____ |
| <input type="checkbox"/> Daily Illini | <input type="checkbox"/> Radio (what station?) _____ |
| <input type="checkbox"/> Parkland College | <input type="checkbox"/> Job Service (which one?) _____ |
| <input type="checkbox"/> News-Gazette | <input type="checkbox"/> Other (please specify) _____ |

EQUAL EMPLOYMENT OPPORTUNITY DATA

VOLUNTARY SELF-IDENTIFICATION

Your responses will be kept confidential and separate from your application.

The following information is being gathered not for employment decisions, but for record keeping. Your responses are strictly voluntary and will help in the developing and monitoring our Equal Employment Opportunity Program. Any information provided will be kept confidential. If you choose not to answer any of these questions, you will not be subject to any adverse treatment. If you do not wish to furnish this information, please initial below.

I DO NOT WISH TO FURNISH THIS INFORMATION

(Initials)

(Date)

Gender: Female Male

Racial/Ethnic Data: Please identify yourself as closely as possible in terms of the following racial/ethnic groups:

- White
- Black
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native

Assistant City Attorney Recruitment

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Illinois City/County Management Association (ILCMA)
International City/County Management Association (ICMA)
governmentjobs.com
News-Gazette Online
Cook County Bar Association
Blacks in Government

Print Publications

News-Gazette

Jim
10/13
These are the places
we're advertising the
Asst City Attorney position.
Please let me know if
you have other places
we should post the
job announcement.
TKX

Websites

Address

Illinois Municipal League

<http://www.iml.org/jmps/>

Illinois Job Bank/America's Job Bank
Champaign County Bar Association

<http://www.jobsearch.org/seeker/jobsearch/quick>

No Website

<http://www.imla.org/jobann.htm>

International Municipal Lawyers Association

<http://isba.legalstaff.com/Employer/Login.aspx?abbr=ISBA>

Illinois State Bar Association

<http://www.nationalbar.org/magazine/onlineads.shtml>

National Bar Association

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GovtJob.Net
City of Urbana

www.city.urbana.il.us/jobs
<http://www.careersingovernment.com/>

Careers in Government

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govtjobs.com

<http://www.ilcma.org/jobs.htm>

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governmentjobs.com

<http://www.governmentjobs.com/>

News-Gazette Online

<http://www.news-gazette.com/classifieds/index.cfm?adspage=sunday>

Cook County Bar Association

<http://www.cookcountybar.org/>

Blacks in Government

<http://www.biganet.org/>

Print Publications

News-Gazette

Requested Posting	Contact Method	Posted	Posting Ends	Cost
10/9/06	Web		30 days	\$ 20.00
10/9/06	Web		45 days	Free
10/9/09	Email to info@imla.org			Free
10/9/06	Web		30 days	\$ 150.00
10/9/06	Email to Advertising@nationalbar.org		30-45 days	\$ 300.00
10/9/06	Web		45 days	\$ 59.00
10/9/06	Web	10/10/06	10/23/06	\$ 90.00
10/9/06	Web		10/23/06	\$ 125.00
10/10/06	Email to dpeters@niu.edu		10/23/06	Free
10/12/06	Web		10/23/06	\$ 250.00
10/12/06	Web		10/23/06	\$ 175.00

(Free
w/newslet
ter
posting.)

Email to
info@cookcounty
bar.org

10/12/06
Email
toBIG@bignet.org

ASSISTANT CITY ATTORNEY

City of Urbana, Illinois

\$65,054 - \$72,779

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|---|---|
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| <input type="checkbox"/> Our web site | <input type="checkbox"/> Other web site (which site?) _____ |
| <input type="checkbox"/> Job Information Line | <input type="checkbox"/> Job Fair (which one?) _____ |
| <input type="checkbox"/> Daily Illini | <input type="checkbox"/> Radio (what station?) _____ |
| <input type="checkbox"/> Parkland College | <input type="checkbox"/> Job Service (which one?) _____ |
| <input type="checkbox"/> News-Gazette | <input type="checkbox"/> Other (please specify) _____ |

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I DO NOT WISH TO FURNISH THIS INFORMATION

(Initials)

(Date)

Gender: Female Male

Racial/Ethnic Data: Please identify yourself as closely as possible in terms of the following racial/ethnic groups:

- White
- Black
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native

CANDIDATE: _____

INTERVIEW QUESTIONS
ASSISTANT CITY ATTORNEY

February, 2007

1. Describe the extent and nature of your legal experience since being licensed.

2. In which area of municipal law do you consider yourself to be highly experienced? Which area are you least experienced?

3. Provide us with an example of one case you found to be difficult and explain its nature, how you handled it, and its outcome.

4. Describe your experience with:

1. Enforcement of city ordinance and routine quasi criminal cases

2. Small claims and collections

3. Court filings and rule to show cause filings

4. Zoning and land use laws

5. Worker comp cases

6. Employment law

7. Drafting contracts

8. Real Estate

9. Research and ordinance drafting

10. Liquor ordinance prosecution

5. Describe your supervisory experience.

6. What do you believe you could bring to this position that others would not and why?

Additional comments to follow-up questions and overall assessment.

Evaluator's Signature

Date

CANDIDATE: _____

INTERVIEW QUESTIONS
ASSISTANT CITY ATTORNEY

February, 2007

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4. Describe your experience directing internal and external counsel.

5. Describe your supervisory experience.

6. What do you believe you could bring to this position that others would not and why?

7. Additional comments to follow-up questions and overall assessment.

Evaluator's Signature

Date

Websites	Address	Requested Posting	Contact Method	Posted	Posting Ends	Cost
Illinois Municipal League	http://www.iml.org/jmps/	10/9/06	Web		30 days	\$ 20.00
Illinois Job Bank/America's Job Bank Champaign County Bar Association	http://www.jobsearch.org/seeker/jobsearch/quick No Website	10/9/06	Web		45 days	Free
International Municipal Lawyers Association	http://www.imla.org/jobann.htm	10/9/09	Email to info@imla.org			Free
Illinois State Bar Association	http://isba.legalstaff.com/Employer/Login.aspx?abbr=ISBA	10/9/06	Web		30 days	\$ 150.00
National Bar Association	http://www.nationalbar.org/magazine/onlineads.shtml	10/9/06	Email to Advertising@nationalbar.org		30-45 days	\$ 300.00
GovtJob.Net City of Urbana	http://www.govtjob.net/ www.city.urbana.il.us/jobs	10/9/06	Web		45 days	\$ 59.00
Careers in Government govtjobs.com	http://www.careersingovernment.com/ http://www.govtjobs.com/jobopp.html	10/9/06	Web	10/10/06	10/23/06	\$ 90.00
Illinois City/County Management Association (ILCMA)	http://www.ilcma.org/jobs.htm	10/10/06	Web		10/23/06	\$ 125.00
International City/County Management Association (ICMA) governmentjobs.com	http://jobs.icma.org/?hsid=1&ssid1=46 http://www.governmentjobs.com/	10/12/06	Web		10/23/06	\$ 250.00
News-Gazette Online	http://www.news-gazette.com/classifieds/index.cfm?adspage=sunday	10/12/06	Web		10/23/06	\$ 175.00
Cook County Bar Association	http://www.cookcountybar.org/	10/12/06	Email to info@cookcountybar.org			Free
Blacks in Government	http://www.bignet.org/	10/12/06	Email toBIG@bignet.org			Free w/newsletter posting.)
Print Publications						
News-Gazette						

February 25, 2011

Curt Borman
Assistant City Attorney
City of Urbana



Dear Mr. Borman:

I am pleased to offer you a special appointment as Acting City Attorney for the City of Urbana beginning February 28, 2011 and ending at the appointment of a new City Attorney. During the tenure of your special appointment, you will retain classified service status but you will have the full authority to oversee the activities of the division per the job description enclosed.

Per Urbana City Policy 2.1 (H), to recognize the increased responsibility of this position, your salary will be recalculated to increase by one-half the difference between your existing rate and the minimum rate for the City Attorney position.

If you choose to accept this offer, please sign this letter in the space provided below and return it to me. If you have any questions, please do not hesitate to contact me.

Sincerely,

Vacellia Clark
Human Resources Manager

Enclosure

Cc: Laurel Lunt Prussing, Mayor

I accept this position and the conditions of employment stated above.

Signature

Date

April 4, 2007

**Kevin Conklin
JACKSON MOVING SERVICES
740 Frontenac Road
Naperville, Illinois 60563**

Dear Mr. Conklin:

My name is Vacellia P. Clark and I am the Personnel Manager for the City of Urbana in Urbana, Illinois.

Curtis Borman has been offered a position with our City. As a result we will pay his relocation expenses with your company, Jackson Moving Services. I am authorizing the payment by the City of Urbana for the expense quoted in Mr. Borman's estimate from your company of \$1567.50.

You may send the invoice for his expenses to:

**Vacellia P. Clark. Personnel Manager
CITY OF URBANA
400 South Vine Street
Urbana, Illinois 61801**

If you have any questions, please feel free to contact me at (217) 384-2451 or via email at vpclark@city.urbana.il.us.

Sincerely,

Vacellia P. Clark

Enclosure

Cc: Curtis Borman

From: Charleston, Kathleen
Sent: Tuesday, March 13, 2007 1:08 PM
To: 'jstreit@news-gazette.com'
Cc: Collins, Rhonda
Subject: ad

Attachments: City Attorney Gaz ad 07.doc

Please advertise on Sundays under Professional as a display ad with a border and also advertise on Sunday's online for the following Sundays: March 18, 25, April 1, 8.



City Attorney
az ad 07.doc (3.

Thanks,

Kathleen Charleston
Assistant Personnel Manager
City of Urbana
400 S. Vine St.
Urbana, IL 61801
217-384-2459
Fax: 217-384-2426
www.city.urbana.il.us

March 20, 2007

Amy Twohey



Dear Ms. Twohey:

Thank you for your interest in our Assistant City Attorney position. I sincerely appreciate you interviewing with us. I regret to inform you that the City has selected another candidate whom we believe to be a better match for this position.

Thank you for your interest in the City of Urbana and best wishes in your career pursuits.

Sincerely,

Vacellia Clark
Personnel Manager

VPC:rc

December 26, 2006

«FIRSTN» «LASTN»
«ADD»
«CITY», «ST» «ZIP»

Dear «TITLE» «LASTN»:

You have been placed on the civil service register for Assistant City Attorney. The Urbana Civil Service Commission certified the register based upon the following qualifications: license to practice law in Illinois; experience in municipal law; and experience in labor law, employment issues, and public sector collective bargaining.

All candidates on the register have been referred to the City Attorney for consideration. We anticipate that those candidates selected for an interview will be contacted in the next couple of weeks.

Sincerely,

Kathleen Charleston
Assistant Personnel Manager

From: [Paul E. Parker](#)
To: [Charleston, Kathleen](#)
Subject: Re: Assistant City Attorney
Date: Wednesday, December 20, 2006 8:35:06 AM

Kathleen,

It would appear that the 14 could be interviewed for the Assistant City Attorney.

Paul

At 04:32 PM 12/19/2006, you wrote:

For Assistant City Attorney, we used the following criterion to determine which applicants are qualified. We recommend that all qualified applicants be placed on the register. In other words, there is no scoring, only met or not met.

There were 26 applicants: 17 males & 9 females; 18 Caucasian, 6 African-American, 1 Asian/Pacific Islander, and 1 did not report their identity.

We used three criterion to qualify the applicants:

- 1) License to practice law in Illinois
- 2) Some municipal law experience
- 3) Particular experience (e.g. labor law, etc.)

Applicants were disqualified for the following:

- 1) Limited experience
- 2) No municipal law experience
- 3) Qualifications not reflected in resume
- 4) Not licensed in Illinois

Based on these criterion, 14 applicants passed: 9 males & 5 females; 9 Caucasian, 4 African-American, & 1 did not report their identity.

Please let me know if you would certify the Assistant City Attorney Register based on this assessment.

Thanks,

Kathleen Charleston
Assistant Personnel Manager
City of Urbana
400 S. Vine St.
Urbana, IL 61801
217-384-2459
Fax: 217-384-2426
www.city.urbana.il.us

December 26, 2006

«FIRSTN» «LASTN»
«ADD»
«CITY», «ST» «ZIP»

Dear «TITLE» «LASTN»:

Thank you for your interest in the civil service opening for Assistant City Attorney. The Urbana Civil Service Commission has certified the register for Assistant City Attorney based upon the following qualifications: license to practice law in Illinois; experience in municipal law; and experience in labor law, employment issues, and public sector collective bargaining. I regret to inform you that you did not meet some or all of these qualifications and will not be placed on the civil service register.

Thank you for your interest in the City of Urbana and best wishes in your career pursuits.

Sincerely,

Kathleen Charleston
Assistant Personnel Manager