

From: AccessRequest@UrbanaIllinois.Us
To: [Borman, Elizabeth](#)
Subject: Access Request Form ...
Date: Monday, October 19, 2020 3:11:21 PM

Access Request Form:
User: cjmitten
Domain: URBANA
PC: ex-admin.city.urbana.il.us
Date: 10/19/2020 3:09:47 PM
TYPE:
GuestOnly: on

!!! Domain Guest Only !!!

LastName: McNeil
FirstName: Ross
Middle: E
Department: Executive
Job: Contractor
Phone:
Ext: n/a
VMail:
EMAIL: Yes
GDrive: on
HDrive: on
Folders: FOIA
szMenus:
Other:
Copier: Copier Access Codes and Address Book
SUBMIT: Submit

From: [Borman Curt](#)
To: [McNeil, Ross](#)
Subject: Illinois Attorney General to Host FOIA Webinar ~ Municipal Minute
Date: Wednesday, October 28, 2020 6:35:51 PM

Ross,

This may be worth your time.

Curt

<http://municipalminute.ancelglink.com/2020/10/illinois-attorney-general-to-host-foia.html>

From: [Mitten, Carol](#)
To: [McNeil, Ross](#)
Subject: FW: FOIA Training for Ross McNeil
Date: Tuesday, October 27, 2020 9:59:15 AM

From: Borman Curt <csborman@urbanaillinois.us>
Sent: Monday, October 19, 2020 4:52 PM
To: Mitten, Carol <cjmitten@urbanaillinois.us>
Subject: RE: FOIA Training for Ross McNeil

Carol,

Yes. I suggest that Ross take the Illinois Attorney General Office's online FOIA training, which is available at the below link. The training offers a broad overview of FOIA, including the exemptions. I think he will have an easier time processing requests if he first completes the training.

Curt

http://foia.ilattorneygeneral.net/electronic_foia_training.aspx

From: [Mitten, Carol](#)
Sent: Monday, October 19, 2020 4:00 PM
To: [Borman Curt](#)
Subject: FOIA Training for Ross McNeil

Curt:

Have you thought about how you want to handle training Ross to do FOIA redactions? I think he is available tomorrow or Wednesday to get started if either of those days works for you.

Thanks!

Carol

Carol J. Mitten
City Administrator

Executive Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2454



From: [Hannan, Elizabeth](#)
To: [Fletcher, Femi](#)
Subject: FW: Offer Letter
Date: Wednesday, December 09, 2020 4:41:27 PM
Attachments: [McNeil Offer Letter signed by EH.pdf](#)
[image003.jpg](#)
[image002.jpg](#)

Elizabeth Hannan
HR & Finance Director / CFO

HR & Finance Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2455



From: Hannan, Elizabeth
Sent: Friday, December 04, 2020 9:17 AM
To: 'Ross McNeil'
Subject: Offer Letter

Hi, Ross – The offer letter is attached. Please let me know if there's anything you'd like to discuss.
Elizabeth

Elizabeth Hannan
HR & Finance Director / CFO

HR & Finance Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2455





December 4, 2020

Ross McNeil

[REDACTED]
Urbana, IL 61801

VIA EMAIL: [REDACTED]

Dear Ross:

I am pleased to offer you the position of Paralegal at the City of Urbana for the period starting Monday, December 14, 2020 for an indefinite term of not more than one year. You will report to James Simon, City Attorney. This position will typically consist of 30 to 35 hours per week. Additional details:

- Your hourly wage will be \$30 per hour and will be paid bi-weekly.
- You are expected to work 30 to 35 hours weekly.
- Benefits will be available, as follows –
 - You are eligible to participate in the City's health insurance plan as a 75% part-time employee and will have access to employee-paid vision and dental insurance.
 - You will be enrolled in the Illinois Municipal Retirement Fund. In addition to the City's contribution, you will contribute 4.5% of your salary.
 - You will be eligible for paid holidays, according to the City's holiday schedule.
 - You will accrue 5 hours of vacation leave monthly.
 - You will accrue 4.33 hours of sick leave monthly.
- As a Paralegal, your position is classified as non-bargaining, temporary, and part-time. This position is non-exempt under the Fair Labor Standards Act, which means you are eligible for overtime pursuant to legal requirements and City policy.

On your first day, you will attend an orientation meeting with a member of Human Resources, which will include completing employment forms. For your convenience, some forms may be downloaded from our website at: www.urbanailinois.us/hr/benefits/forms (under the "New Employees Forms" section). Please also be prepared to provide documentation that establishes your employment eligibility to work in the U.S. (in accordance with the Immigration Reform and Control Act of 1986). A list of acceptable documents for the I-9 form is enclosed.

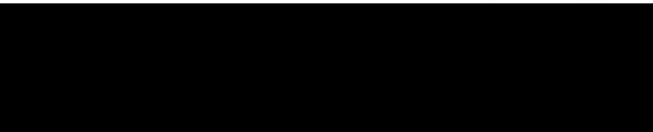


Human Resources and Finance Department

400 S. Vine St.
Urbana, Illinois 61801
(217) 384-2455

Ross, we welcome you as a City of Urbana team member and greatly look forward to the positive contributions you will provide. If you agree to our offer for this position, please indicate your acceptance by signing this letter below and returning it to any member of Human Resources staff; you may wish to retain a copy for your own records. If you have any questions or concerns regarding this offer, please contact me at (217) 384-2310.

Sincerely,



Elizabeth A. Hamman
Human Resources & Finance Director / CFO

I accept this position as described above.

Signature: _____ Date: _____

Ross McNeil, Paralegal Knowledge, Skills and Abilities

I. Litigation Support

Preparation of written documents, including:

Complaints, answers, briefs (including trial, appellate, amicus, etc), evidence and exhibits for trials and hearings, petitions for leave to appeal, orders, motions (including motions to dismiss, motions for summary judgment, motions for summary determination, motions to consolidate, etc), responses, objections, petitions, hearing notices, lis pendens notices, post-trial motions and responses, rule 137 and rule 11 sanction motions, requests for admissions, motions to admit, discovery requests, discovery responses, interrogatory requests and responses, affidavits, subpoenas, protective orders, docketing statements, research summaries, case summaries, letters, emails, etc.

Prepared documents for proceedings before:

Illinois Circuit Court
Illinois Appellate Court
Illinois Supreme Court
Federal Bankruptcy Court (both primary proceedings and adversary proceedings)
Federal District Court
Illinois Department of Revenue hearings and proceedings
Administrative Review Proceedings in the Circuit Court
Illinois Department of Human Rights and Human Rights Commission proceedings
Champaign County Board of Review proceedings

Experience working with and for Attorneys

Participation in legal discussions, legal strategies, case strategies, etc.
Attend and assist at meetings with clients
Attend and assist at meetings with witnesses
Attend and assist at meetings, hearings, trials
Assist in hearing, trial and oral argument preparation
Attend and assist at oral arguments in Circuit Court
Attend and assist at oral arguments at Appellate Court
Attend and assist at oral arguments at Illinois Supreme Court

Court and Court Room Experience

Experience with Circuit Court proceedings
Interaction with Circuit Court Clerk and deputies
Experience with Appellate Court proceedings
normal appeals as of right (301/303) and appeals under rule 304a
Interaction with Appellate Court Clerk
Experience with Illinois Supreme Court proceedings
Interaction with Illinois Supreme Court Clerk
Participate in witness preparation for depositions and trials
Work with clients and attorney to prepare discovery and interrogatory responses
Prepare for and attend depositions, hearings, trials

Review of case documents and related matters

- Review and preparation of discovery materials
- Review of evidence and preparation of trial evidence
- Review of FOIA requests and responses

Filing, eFiling and electronic retrieval of filed documents

- Filed documents in-person at the Circuit Court and Appellate Court under the old paper-based systems
- Extensive use of electronic filing and case retrieval systems
 - Odyssey Efile and re:SearchIL for state cases
 - ECF and Pacer for federal cases
- Electronically filed complaints, motions, objections, briefs, petitions for leave, etc with
 - Illinois Circuit Court
 - Illinois Appellate Court
 - Illinois Supreme Court
 - Federal Bankruptcy Court
 - Federal District Court

Sanctions Proceedings

- Extensive experience with Illinois Supreme Court Rule 137, Federal Rule 11 and Bankruptcy Rule 9011

Organization

- Created electronic records from paper records before electronic filing and service was common for all cases I have been involved in
- Organized case records electronically for quick retrieval for all cases, starting long before electronic filing and service were common
- Organize research, documents and evidence

Research

- Perform both simple and complex legal research on Westlaw and LexisNexis.
 - (more experience with LexisNexis)
- Understanding of different types of searches
 - native language, keyword, and complex search parameter construction
- Title and land records research
 - old-style book and page research
 - modern electronic searching
- Internet based research
- Law School Library
- Public Library Records
- Property Tax records
 - Champaign County online property tax records
 - Research in cooperation with Township Assessor, Supervisor of Assessments and Board of Review
- Illinois Compiled Statutes
- Illinois Supreme Court Rules
- FOIA
- IICLE resources
- Champaign Circuit Court online access to public files
- Champaign County GIS

Interactions with supervising attorney beyond working cooperatively on the items above
Act as a sounding board when attorney needs to bounce ideas
Act as devil's advocate in helping attorney to find holes in strategies and theories
Help develop case strategies, both short term and long term
Make sure short term tactics don't interfere with long term strategies
Always looking for and discussing news, ideas, changes to law or other input that could benefit a client and/or a case

II. Communication Skills

Interpersonal

Communicate with attorneys using appropriate legal terminology
Communicate with clients using lay terms to explain legal concepts when necessary
Communicate with multiple attorneys on multi-party cases
Communicate with witnesses. Ability to evaluate credibility and value of evidence
Communicate with court clerks. Prevent issues from occurring and resolve issues when necessary

Technological

Experience with Microsoft Office and Adobe Products
Experience with Linux and open-source alternatives
Experience with online resources for legal research, online filing and retrieval, etc.
Experience with remote meeting software

Writing

Correspondence with attorneys, parties, witnesses, resources, etc. via paper and electronic mail
Drafting and editing of
Pleadings
Briefs
Motions
Correspondence
Discovery requests, responses, objections, etc.

III. Professional Conduct

Thoughtfulness

Ability to think logically
Ability to think strategically
Detail oriented
Always act with highest standard of ethics, legally and morally.
Ability to bring perspective and original thinking.

Timeliness

Meet filing and work deadlines
Present at in-person and electronic meetings on time and prepared
Manage and prioritize multiple overlapping case schedules

Independence

Ability to work independently and efficiently

Persistence and Patience

Ability to participate and contribute in meetings without overstepping

Ability to communicate alternative ideas

Respectfulness and Discretion

Ability to adapt to and implement the ideas of others

Ability to recognize the time and place for alternative ideas

Ability to apply discretion, orally and in communications

From: [Mitten, Carol](#)
To: [McNeil, Ross](#)
Subject: FW: FOIA Training for Ross McNeil
Date: Tuesday, October 27, 2020 9:59:15 AM

From: Borman Curt <csborman@urbanaillinois.us>
Sent: Monday, October 19, 2020 4:52 PM
To: Mitten, Carol <cjmitten@urbanaillinois.us>
Subject: RE: FOIA Training for Ross McNeil

Carol,

Yes. I suggest that Ross take the Illinois Attorney General Office's online FOIA training, which is available at the below link. The training offers a broad overview of FOIA, including the exemptions. I think he will have an easier time processing requests if he first completes the training.

Curt

http://foia.ilattorneygeneral.net/electronic_foia_training.aspx

From: [Mitten, Carol](#)
Sent: Monday, October 19, 2020 4:00 PM
To: [Borman Curt](#)
Subject: FOIA Training for Ross McNeil

Curt:

Have you thought about how you want to handle training Ross to do FOIA redactions? I think he is available tomorrow or Wednesday to get started if either of those days works for you.

Thanks!

Carol

Carol J. Mitten
City Administrator

Executive Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2454



From: [Hannan, Elizabeth](#)
To: [Borman, Elizabeth](#)
Subject: Offers
Date: Wednesday, November 25, 2020 3:15:02 PM
Attachments: [image002.jpg](#)

I got the offers out to Shaennon Clark and Abigayle Duitsman. I have an offer pretty much ready to go for Ross McNeil, but he's thinking about what he wants the start date to be. Could you take a quick look at that in the recruiting folder? I suggested a 6 month term, initially, because otherwise it's hard to think about how to handle vacation – the accrual is generally associated with a time period.

Elizabeth Hannan
HR & Finance Director / CFO

HR & Finance Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2455





CITY OF URBANA
Human Resources

PARALEGAL

JOB DESCRIPTION

Division: Legal
Department: Executive
Reports To: City Attorney
Job Type: Part-Time, Temporary Non-Union
FLSA Status: Non-Exempt

JOB SUMMARY

Under general direction and supervision of the City Attorney, the Paralegal performs complex and highly responsible paralegal work, which includes administering the process for responding to requests for information pursuant to the Illinois Freedom of Information Act (FOIA); undertakes legal research on a variety of routine and complex legal issues; prepares legal memoranda for or at the request of the City Attorney; prepares legal filings in civil court cases; prepares and handles filings with other units of government; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

- Serve as the City's appointed FOIA Officer.
- Supervise and coordinate the City's processes for responding to FOIA requests including assisting and guiding designated City staff in their handling and processing FOIA requests.
 - Prepare responses to FOIA requesters and the Attorney General's Public Access Counselor's requests for information and further action by the City.
- Maintain the City's FOIA log, undertake studies and prepare memoranda that address particular issues related to the City's handling and responding to FOIA requests as requested.
- Analyze and communicate, orally and in writing, complex legal principles.
- Advise the City Attorney and City staff on municipal legal matters including researching, interpreting and applying federal and state statutes, rules, regulations, and state and federal case law and City ordinances to specific fact situations.
- Assist in the resolution of complex legal issues and disputes.
- Prepare and review ordinances, resolutions, and other legal documents.
- Research, study, interpret, and analyze legal opinions, memoranda and briefs from other attorneys.
- Research and recommend modifications to existing ordinances and practices and/or proposes new City legislation when requested.
- Utilizes technology in the office for daily duties and in court during litigation.

- Performs other related duties as assigned.

JOB REQUIREMENTS

KNOWLEDGE & EXPERIENCE

- Knowledge and ability acquired through education, training and experience working with attorneys involved in diverse legal matters.
- At least four years of progressively responsible experience as a paralegal ; experience being involved in legal matters involving local units of government is preferred

KNOWLEDGE OF:

- Principles and practices of providing professional legal counsel to include representing the City in litigation, negotiations, financial transactions, and contract development.
- Methods and techniques of legal research including use of computerized Westlaw research.
- Principles of legal and business letter writing and report preparation.
- English usage, spelling, grammar and punctuation.
- Relevant laws, statutes, codes and regulations.

ABILITY TO:

- Research legal problems and prepare sound legal opinions.
- Properly interpret and make decisions in accordance with statutes, regulations, rules, case law, and policies.
- Communicate concisely and clearly both orally and in writing and present applicable statements of law clearly and logically.
- Establish and maintain effective working relationships with those contacted in the course of work including the City Attorney, and other City employees, City Council and board and commission members, and the general public.
- Assume responsibility for and complete assigned work within established deadlines.
- Work independently and complete assigned work with minimum supervision and instruction.
- Prioritize work assignments.
- Exercise sound analytical judgment in assigned work and identify and implement sound decisions in accordance with policies, procedures, and applicable law.
- Tactfully and effectively, handle requests, suggestions, criticisms, and complaints to establish and maintain goodwill with other City employees, City Council, board and commission members, news media, business organizations, and the general public.
- Analyze information and using logic to address work-related issues and problems.
- Pay attention to detail and be thorough in completing work tasks.
- Be organized, reliable, responsible, and dependable in fulfilling obligations.

- Accept feedback and calmly and effectively handle highly stressful situations.
- Establish and maintain personally challenging achievement goals and exert effort toward mastering tasks.
- Function effectively and independently with little supervision.
- Maintain composure, keep emotions in check, and control anger, even in very difficult situations.
- Adjust priorities quickly as circumstances dictate.

CERTIFICATES & LICENSES

CONTACTS: INTERNAL/EXTERNAL

- Regular contact with elected and appointed officials, City staff, and members of the public

WORKING HOURS AND CONDITIONS:

- Standard office setting.
- Indoor working environment with contact with the general public and other City staff and elected and appointed officials.
- The noise level in the work environment is usually quiet.

PHYSICAL CONDITIONS

- Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods

From: [McNeil, Ross](#)
To: [Simon, James](#)
Cc: [Mitten, Carol](#)
Subject: Paralegal Knowledge Skills and Abilities
Date: Tuesday, November 24, 2020 11:50:11 AM
Attachments: [mcneil paralegal ksa.pdf](#)

Jim,

Here is the list of my knowledge, skills and abilities you asked for. I'm certain there are a number of things I've forgotten to include, but I don't want to delay getting it into your hands.

Thanks!

Ross

Ross McNeil
Executive Department

City of Urbana
400 S. Vine St | Urbana, Illinois 61801



From: [Simon, James](#)
To: [Marlin, Diane](#)
Subject: RE: Curt Departure Transition
Date: Monday, November 23, 2020 9:45:25 AM
Attachments: [image002.png](#)

Thank you.

James L. Simon
City Attorney

Legal Division | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2464



This electronic communication and any attachments hereto may contain confidential, proprietary, and/or privileged information intended for the sole and exclusive viewing and/or use by the person(s) to whom addressed. If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure, or distribution of this information is strictly prohibited and may be subject to legal restriction or sanction. If you have received this communication in error, please notify the sender by return electronic message or telephone and delete or otherwise destroy the original message and any attachments thereto without making any copies thereof.

From: Marlin, Diane <dwmarlin@urbanaininois.us>
Sent: Monday, November 23, 2020 9:40 AM
To: Simon, James <jlsimon@urbanaininois.us>
Cc: Fluno, Shawn <scfluno@urbanaininois.us>; Wagner, Caitlin <crwagner@urbanaininois.us>
Subject: Re: Curt Departure Transition

I approve access by Jim and Caitlin to Curt's email and phone(if phone access is required).

Sent from my iPhone

On Nov 23, 2020, at 9:27 AM, Simon, James <jlsimon@urbanaininois.us> wrote:

Mayor –

Please approve Cailin's and my access to Curt's e-mail account. In my capacity as City Attorney, I recommend that you approve such access. We will need this to respond to incoming e-mails and if work is requested, I will need to know about it so I can handle the work or, once we have a law firm on line, parse that

work out to that firm.

Caitlin –

Could you please check Curt's office phone to see if the messages light is light. Once you have done this, could you please let Shawn Fluno know whether the light is on or off? Also, once you and I have been authorized by the Mayor to access Curt's e-mail account, could you please check his e-mails at least twice a day for any work-related e-mails. If work other than FOIA is requested, please forward those e-mails on to me. If an e-mail relates to FOIA, please send on to Ross McNeil.

Thanks.

Take care, stay well.

James L. Simon
City Attorney

Legal Division | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2464

<image002.png>

This electronic communication and any attachments hereto may contain confidential, proprietary, and/or privileged information intended for the sole and exclusive viewing and/or use by the person(s) to whom addressed. If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure, or distribution of this information is strictly prohibited and may be subject to legal restriction or sanction. If you have received this communication in error, please notify the sender by return electronic message or telephone and delete or otherwise destroy the original message and any attachments thereto without making any copies thereof.

From: [Hannan, Elizabeth](#)
To: [McNeil, Ross](#)
Subject: RE: Offer Letter
Date: Tuesday, December 08, 2020 5:37:33 PM
Attachments: [image003.jpg](#)
[image004.jpg](#)
[image001.jpg](#)

OK – see you tomorrow!

Elizabeth Hannan
HR & Finance Director / CFO

HR & Finance Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2455



From: McNeil, Ross
Sent: Tuesday, December 08, 2020 5:33 PM
To: Hannan, Elizabeth
Subject: RE: Offer Letter

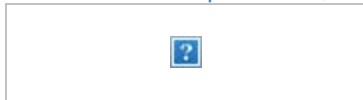
Elizabeth,

Tomorrow afternoon is probably best. I need to be home in the morning in case Fred needs anything for his hearing at 2:00, then I'll be attending that. I'll walk over after court is done. I'll email you then to let you know I'm in the building.

Thanks,

Ross

Ross McNeil
Executive Department
City of Urbana
400 S. Vine St | Urbana, Illinois 61801



From: Hannan, Elizabeth <eahannan@urbanaillinois.us>
Sent: Tuesday, December 08, 2020 5:27 PM
To: McNeil, Ross <remcneil@urbanaillinois.us>
Subject: RE: Offer Letter

Hi, Ross – I have a little time at 8, or around the noon hour up until 2 p.m., and then probably late afternoon. Let me know what works for you.

Elizabeth Hannan
HR & Finance Director / CFO

HR & Finance Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2455



From: McNeil, Ross <remcneil@urbanaininois.us>

Sent: Tuesday, December 08, 2020 1:44 PM

To: Hannan, Elizabeth <eahannan@urbanaininois.us>

Subject: Offer Letter

Elizabeth,

Just following up. Carol stopped by my office yesterday to see if there were issues with the offer. Most importantly, I don't see any obstacle to signing the letter. I do have one or two more things that I need to discuss, preferably in person with you and/or Carol and/or Jim, just to make sure we are all on the same page as I transition from contractor to employee. I recognize that in-person is difficult, especially if it is more than one person. Are you at city hall tomorrow?

Thanks,

Ross

Ross McNeil

Executive Department

City of Urbana

400 S. Vine St | Urbana, Illinois 61801



From: [Ross McNeil](#)
To: [Hannan, Elizabeth](#)
Subject: Re: Offer Letter
Date: Wednesday, November 25, 2020 12:37:08 PM
Attachments: [image003.jpg](#)

Elizabeth,

I'll try to get back to you today. I'm hoping to know whether the Attorney General gets his requested extension today. That plays a large role in my scheduling for the next couple weeks. If the extension is granted, I could start as soon as next week.

Thanks,
Ross

Ross McNeil

On Wednesday, November 25, 2020, 12:20:05 PM CST, Hannan, Elizabeth wrote:

Hi, Ross – Hope you are well. I am working on an offer letter to bring you on as a City employee. Carol indicates that you are OK with 35 hours per week, which is the max we can do without a full recruitment. Any more and it would be a civil service position.

Is there a specific date when you'd like to make that transition? We usually include a start date in the offer.

I am happy that you're joining us!

Elizabeth

Elizabeth Hannan

HR & Finance Director / CFO

[HR & Finance Department | City of Urbana](#)
[400 S Vine St | Urbana, Illinois 61801](#)
[217.384.2455](#)



From: [McNeil, Ross](#)
To: [Hannan, Elizabeth](#)
Subject: RE: offer letter
Date: Thursday, December 03, 2020 3:06:03 PM
Attachments: [image003.jpg](#)
[image004.jpg](#)
[image001.jpg](#)

Elizabeth,
Sounds Good!
Thanks,
Ross

Ross McNeil
Executive Department
City of Urbana
400 S. Vine St | Urbana, Illinois 61801



From: Hannan, Elizabeth
Sent: Thursday, December 03, 2020 1:40 PM
To: McNeil, Ross
Subject: RE: offer letter

Thanks, Ross – I will probably shoot to get the official offer out Friday – Monday, and then set a start date of December 14, if that sounds OK. That will give us time to do paperwork, set up orientation, etc.

Elizabeth Hannan
HR & Finance Director / CFO

HR & Finance Department | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2455



From: McNeil, Ross <remcneil@urbanaininois.us>
Sent: Thursday, December 03, 2020 11:01 AM
To: Hannan, Elizabeth <eahannan@urbanaininois.us>
Subject: offer letter

Elizabeth,
Sorry for the delay. We finally were notified that the AG got his extension in the Carle case a day or two ago but I've been dealing with some FOIA stuff in the meantime and forgot to update you. At this point I'm pretty much into the FOIA stuff with both feet now, so whatever works for you is fine with me. Tomorrow, next week, or whatever makes best logistical sense for you.

Thanks,
Ross

Ross McNeil

Executive Department
City of Urbana
400 S. Vine St | Urbana, Illinois 61801



From: [Simon, James](#)
To: [McNeil, Ross](#)
Subject: RE: Paralegal Knowledge Skills and Abilities
Date: Tuesday, November 24, 2020 11:53:37 AM
Attachments: [image002.png](#)

Thanks Ross. Periodically, please keep me informed about the FOIAs you're handling. I don't necessarily need something in writing. You can just tell me about them

Thanks.

Take care, stay well.

James L. Simon
City Attorney

Legal Division | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2464



This electronic communication and any attachments hereto may contain confidential, proprietary, and/or privileged information intended for the sole and exclusive viewing and/or use by the person(s) to whom addressed. If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure, or distribution of this information is strictly prohibited and may be subject to legal restriction or sanction. If you have received this communication in error, please notify the sender by return electronic message or telephone and delete or otherwise destroy the original message and any attachments thereto without making any copies thereof.

From: McNeil, Ross <remcneil@urbanaillinois.us>
Sent: Tuesday, November 24, 2020 11:50 AM
To: Simon, James <jlsimon@urbanaillinois.us>
Cc: Mitten, Carol <cjmitten@urbanaillinois.us>
Subject: Paralegal Knowledge Skills and Abilities

Jim,

Here is the list of my knowledge, skills and abilities you asked for. I'm certain there are a number of things I've forgotten to include, but I don't want to delay getting it into your hands.

Thanks!
Ross

Ross McNeil
Executive Department

City of Urbana
400 S. Vine St | Urbana, Illinois 61801



From: [Mitten, Carol](#)
To: [Hannan, Elizabeth](#)
Subject: Ross McNeil
Date: Friday, October 02, 2020 11:25:03 AM
Attachments: [image003.jpg](#)

Got Ross at \$30.00/hour. He would prefer to work in our office on a desktop. Any chance we can move Aqueena to another spot and put Ross in there?

Carol J. Mitten
City Administrator
City of Urbana
400 S. Vine Street
Urbana IL 61801
217.384.2454



From: [Simon, James](#)
To: [McNeil, Ross](#); [Borman Curt](#)
Subject: Job Description
Date: Monday, November 09, 2020 2:38:40 PM
Attachments: [image003.png](#)
[Paralegal Job Description - 2020 - DRAFT.docx](#)

Curt & Ross –

Here is my thinking on a Paralegal job description. Your review and comments are most appreciated.

Take care, stay well.

James L. Simon
City Attorney

Legal Division | City of Urbana
400 S Vine St | Urbana, Illinois 61801
217.384.2464



This electronic communication and any attachments hereto may contain confidential, proprietary, and/or privileged information intended for the sole and exclusive viewing and/or use by the person(s) to whom addressed. If you are not the intended recipient, you are hereby notified that any viewing, copying, disclosure, or distribution of this information is strictly prohibited and may be subject to legal restriction or sanction. If you have received this communication in error, please notify the sender by return electronic message or telephone and delete or otherwise destroy the original message and any attachments thereto without making any copies thereof.