



JOB OPENING

JOB TITLE: ATTORNEY I
DEPARTMENT: LEGAL
LOCATION: City Hall, 419 Fulton Street, Room 200, Peoria, Illinois
SALARY: The 2017 Management salary - **\$60,659**
Starting salary is negotiable, dependent upon qualifications

SUMMARY: Provides professional legal services and counsel for the City; conducts legal research, prepares or reviews legal documents, prepares written opinions on a wide variety of issues, and represents the City in court on various matters.

MINIMUM REQUIREMENTS: Bachelor's degree from an accredited four-year college or university in a related field, supplemented with a Juris Doctorate degree from an accredited college or university and license to practice law in the State of Illinois. Experience in defending Section 1983 claims highly desirable.

IMPORTANT ATTRIBUTES: Knowledge of principles and practices of civil law, state and federal laws and constitutional provisions affecting City government; local government structure and operation and relationship to other public jurisdictions; and principles, practices, methods, and materials utilized in conducting legal research. Skill in using tact, discretion, initiative and independent judgment within established guidelines; researching, compiling, and summarizing a variety of legal, informational, and statistical data and materials; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Ability to learn ordinances and apply legal knowledge to a variety of problems; analyze legal documents; conduct research on legal problems and prepare opinions; draft legislation; speak effectively before public groups and respond to questions; read, analyze and interpret case law, professional periodicals and journals, technical procedures and government regulations and define problems, collect data, establish facts and draw valid conclusions.

MENTAL/PHYSICAL REQUIREMENTS: Must have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodation. Work environment is indoor office.

Please notify the Human Resources Department if accommodations are required to participate in the selection process.

INITIAL SCREENING DATE: FRIDAY, OCTOBER 20, 2017
OPEN UNTIL FILLED

POSTED: October 6, 2017

LETTERS OF INTENT FROM QUALIFIED EMPLOYEES AND APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED IN THE HUMAN RESOURCES DEPARTMENT, CITY HALL, 419 FULTON, ROOM 403, PEORIA, IL 61602 UNTIL THE DEADLINE DATE. FAX# (309) 494-8587, PHONE# (309) 494-8578, APPLY ONLINE AT WEBSITE www.peoriagov.org. CITY RESIDENCY REQUIRED WITHIN ONE YEAR OF HIRE. MAY ELECT TO WAIVE THE PEORIA CITY LIMITS RESIDENCE REQUIREMENT BY AGREEING TO FORFEIT 2% OF YOUR ANNUAL BASE SALARY. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. SELECTED CANDIDATE MUST PASS MEDICAL EXAMINATION INCLUDING A DRUG SCREEN PRIOR TO HIRE. OFFICIAL CLASS SPECIFICATIONS AVAILABLE IN THE HUMAN RESOURCES DEPARTMENT.