

## DIRECTOR OF LEGISLATIVE AND EXTERNAL AFFAIRS - CRIMINAL JUSTICE

Requisition ID: 00127526

Job Posting: May 18, 2022, 10:56:58 AM

Closing Date: Jun 8, 2022, 11:59:00 PM Full-time A.M. P.M.

Posting Salary: \$4,468.51 Biweekly

Organization: Offices Under the President



**Cook County Offices  
Under The President**

**Administrative Hearings  
Auditor  
Bureau of Administration  
Bureau of Economic Development  
Bureau of Finance  
Bureau of Human Resources  
Bureau of Technology  
Facilities  
Office of the President**

### **Job Summary**

The Director of Legislative and External Affairs, as directed by the Deputy of Policy and Strategic Litigation, is responsible for the day-to-day management and operations of criminal justice legislative and external affairs, including but not limited to recommending, drafting and coordinating criminal justice legislative initiatives that reflect the Public Defender's policies and strategic initiatives. Serves as the in-house criminal justice governmental affairs and legislative affairs liaison with various federal, state or local elected officials and offices. Coordinate's the Office's approach and response to criminal justice legislative matters and works with various departments, elected offices and agencies to advance the Public Defender's position. Advises, researches and monitors legislative issues pending before the city of Chicago, Cook County Board of Commissioners and Illinois General Assembly. Conducts trainings and informational sessions to Office staff on legislative issues impacting client representation and broader criminal justice reforms. Serves as legislative liaison for criminal justice coalitions and other advocacy groups as well as city, county and state governing bodies. Testifies in committee, subject matter and other legislative hearings. Serves as lobbyist, responsible for advocating for legislative and policy initiatives that support the mission of the Public Defender and against initiatives that the Public Defender identified are detrimental to the mission.

**This is an Actively Recruited and At-Will position.**

**This is a Grant Funded position.**

### **Minimum Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree **AND** Three (3) years of experience working for a legislative body, government office or lobbyist, having significant involvement in legislative affairs **is required**;

**OR**

- An equivalent combination of professional work experience, training and education in the juvenile justice or criminal system **is required**.

### **Preferred Qualifications:**

- Graduation from an accredited law school with a JD degree; and
- Maintain and provide proof of a current State of Illinois Law License in good standing; and

- Three (3) years of experience analyzing and monitoring juvenile justice or criminal justice legislation, or
- An equivalent combination of professional work experience, training and education in the juvenile justice or criminal justice system.

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY'S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER **SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT**. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[Executive Order 2021-1 Vaccination Policy](#)

[Mandatory COVID-19 Vaccination Policy](#)

**Candidates who are contacted will be required to produce original required documents (e.g., current driver's license, diploma, school transcript, certifications, etc.) listed on the Notice of Job Opportunity within five (5) days of being notified, in writing, by the Bureau Chief of BHR (or designee) that they have been provisionally placed on the Interview List. Candidates will be notified of how to submit required documents.**

**\*Degrees awarded outside of the United States with the exception of those awarded in one of the United States territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE).**

### **Knowledge, Skills, Abilities and Other Characteristics:**

Ability to converse knowledgeably and communicate effectively in writing on related matters and address complex legal questions and issues. Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers. Ability to lead and cooperate on team projects. Ability to analyze legislation and case law and accurately assess the potential impact of legislation on the Office's mission, goals and priorities. Ability to read and analyze a large volume of bills and resolutions. Knowledge of political processes in State and County government. Experience in dealing with legislators and elected officials. Possess excellent oratory and general communication skills and the ability to effectively and persuasively communicate legislative issues in the English language. Ability to initiate, establish and maintain effective relationships with advocates, coalitions groups, community members, government agencies, lawmakers, and other stakeholders. Ability to travel to work assignments for which the employee may provide his or her own adequate means of transportation. Ability to work independently and prioritize work assignments with minimal supervision. Proficient in Microsoft Office Suite and cloud-based applications.

### **Physical Requirements**

#### **Sedentary Work**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

**\*This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

**EEO Statement**

Cook County Government is an Equal Employment Opportunity (“EEO”) employer. Cook County prohibits illegal discrimination and harassment and affords equal employment opportunities to employees and applicants without regard to race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, source of income, housing status, military service or discharge status, gender identity, genetic information, or any other protected category established by law, statute or ordinance as further defined in Chapter 44. Human Resources, Article II. Personnel Polices, Section 44-53 of the Cook County Code of Ordinances and Chapter 42. Human Relations, Article II. Human Rights, Section 42-35 of the Cook County Code of Ordinances.

**\*Must be legally authorized to work in the United States without sponsorship.**

**Social Media Disclaimer**

The County’s hiring process is governed by the Cook County Employment Plan which prohibits employment actions from being influenced by any Political Reasons or Factors for Non-Exempt Positions. The advertisement of this position by any individual does not constitute an offer or promise of employment, promotion, or any other employment action and shall not influence the County’s hiring decision. Cook County officials and employees who become aware of or receive a complaint that involves an allegation of Political Reasons or Factors being considered in the hiring process of Non-Exempt positions are obligated to refer the complaint to the Cook County - Office of the Inspector General. If the Cook County Inspector General sustains allegations of Political Reasons or Factors being considered, Cook County will disqualify the Applicant or Candidate from consideration for employment and disciplinary action will be imposed on any involved Cook County employees, if applicable.

**\*This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

Falsification of any information in the application process will result in disqualification, dismissal after hire, and/or placement on the County’s Ineligible for Rehire List for a period of two (2) or five (5) years. For current County employees, such falsification may result in discipline, up to and including termination, and placement on the County’s Ineligible for Rehire List for a period of two (2) or five (5) years. *See* Cook County Code of Ordinances, Article II, Sections 44-54 *Unlawful Practices Relating to Employees and Employment - Penalty*, 44-56 *Political Discrimination*; Cook County Employment Plan, Section V.N. *Pre-Interview License and Certification Verification*; Supplemental Policy No. 2014-2.13 *Ineligible for Rehire List*; and Cook County Personnel Rules 3.3(b) (7) (8) (18).

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**COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**NOTE: As an internal candidate, should you be offered the position, salary allocations shall abide by the Cook County Personnel Rules.**