



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Office Under the President ▼

Career Information ▼ More ▼



**YOUR PASSION. YOUR HOME.
YOUR CAREER. COOK COUNTY.**

MARIA O. ANALYST, ENTERPRISE TECHNOLOGY



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Job Description

LAND BANK SENIOR LEGAL COUNSEL - ACTIVELY RECRUITED

Requisition ID: 00138390

Opening Date Jan 21, 2026 **Closing Date:** Feb 11, 2026

Full-time **Shift Start Time:** 8:30 A.M. **Shift End Time:** 4:30 P.M.

Posting Salary: \$139,590 - \$170,610/YEARLY

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

Counsel and work closely with the Office leaders on legal matters. Oversee and provide advice and counsel to staff regarding procedural and substantive questions of law and policy pertaining to the work and mandates of the Office. Assist in the drafting and enforcement of policies and procedures. Assist in the research, formation, and drafting of ordinances, agreements, contracts, and other relevant documentation as assigned by leadership. Advise and manage complex legal transactions. Manage outside legal counsel. Advise on matters related to the Freedom of Information Act (FOIA).

THIS POSITION IS ACTIVELY RECRUITED AND AT WILL.

Minimum Qualifications

- Graduation from an accredited law school with a Juris Doctorate (JD) and
- Five (5) years practicing law, in real estate law, or directly related experience
- Licensed Attorney (varies by state) Maintains and provides proof of a current and valid license to practice law in the State of Illinois.

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 extended an offer, in writing, by the Bureau Chief of BHR (or designee). 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 the World Education Services (WES), Educational Credential Evaluators (ECE) or a National Association of Credential Evaluation (NACES) member organization.**

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of State and Local ordinances, laws, regulations, and standards.
- Skill in analysis and ability to elicit and evaluate information, formulate opinions, and make recommendations relative to the mission and mandate of the Department.
- Skill in organization and ability to coordinate various projects in a timely manner and respond, as necessary, to emergency situations. Ability to pay attention to detail.
- Skill in handling complex transactions and ability to handle challenging situations with tact and diplomacy.
- Ability to establish and maintain confidentiality and trust. Ability to exercise discretion in dealing with County officials, parties, and documents as they relate to the duties and responsibilities of the Department.

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.

Group and Voluntary Benefits Offered:

- Medical, Dental, and Vision
- Basic Term Life Insurance
- Pension Plan
- Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- Voluntary Benefits
- You May Qualify for the Public Service Loan Forgiveness Program (PSLF)
- For further information on our excellent benefits package, please click on the following link:
<http://www.cookcountyrisk.com/>
- For eligible employees the County has a hybrid work environment which allows employees telecommuting and flexible scheduling options.

Salary Range : \$139,590 -\$170,610/YEARLY

The County has a hybrid work environment which allows employees telecommuting and flexible scheduling options.

***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) (d)

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 Policies, 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.

Please contact BHR.WorkforceStrategy@cookcountyil.gov for inquiries about this position

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

***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.

Role	Contact Information
------	---------------------

© 2024 Cook County. All rights reserved.
