

## OFFICE OF THE COOK COUNTY CLERK

Human Resources  
118 N. Clark St., Room 230  
Chicago, Illinois 60602  
(312) 603-5656



### JOB DESCRIPTION

#### Legal Counsel – Recording Operations

**Job Code:** 8909

**Job Title:** Legal Counsel – Recording Operations

**Salary Grade:** 24

**Position I.D. No.:** 0075309

**Status:** Shakman Exempt

**Division:** Recording Operations

#### Job Summary

Reporting directly to the Chief Legal Counsel, the Legal Counsel – Recording Operations provides primary legal support to recording operations. Assists staff with general and recording issues. Assists customers in person, in writing and via telephone or e-mail with general and complex recording issues. Reviews Freedom of Information Act (FOIA) requests submitted to the recording operations and assists the FOIA officer with other FOIA requests to the Clerk's Office. Serves as the point person for compliance with the Local Records Act and to the Local Records Commission. Acts as the Clerk's Office's counsel in hearings in the Fraud and Lien Administrative Hearings. Performs legal research and drafts memoranda regarding legal issues at the direction of the Chief Legal Counsel. Provides legal advice to the Cook County Clerk and the Chief Deputy Clerk on all recording related matters. Collaborates with the Chief Legal Counsel and Deputy Clerk of Policy on drafting, proposing and testifying on recording related legislation at the local, state and federal levels. Responds to government subpoenas involving property records and testifies in court proceedings as required. Processes Uniform Commercial Code (UCC) filings. Exemplifies outstanding customer service skills in everyday customer interactions. The Legal Counsel – Recording Operations maintains a strict confidentiality on behalf of the Clerk.

#### Essential Job Duties

- Provide day to day legal support to the recording operations, with regular communications with the Chief Legal Counsel.
- Coordinate with the Chief Legal Counsel in the development, drafting, and revision of policies related to recording requirements, FOIA, records retention requirements, or other general issues involving County government.
- Provide legal advice to the Cook County Clerk and Deputy Clerk on recorder related matters.
- Coordinate with the Chief Legal Counsel and Chief Ethics officer in advising the Clerk and senior officers related to risk management issues primarily related to recording functions and operations.
- Coordinate with the Chief Legal Counsel on property fraud matters, direct the Property Fraud Investigators to investigate, review, and determine legal action related to fraud matters.
- Work with the State's Attorney's Office and serve as the Office's representative in administrative hearings related to Fraud and Lien matters, making on site settlement and litigation decisions where appropriate.
- Provide litigation support, reviewing pleadings, respond to discovery requests, and assist in litigation strategy when appropriate.

- Provide contract negotiation, drafting, and other legal support related to recording operations, work with Cook County Procurement in recording procurements, and represent the Clerk's office before the Cook County Board of Commissioners in support of recording contracts.
- Provides customer service by answering customer questions via email, in writing, via telephone, or for walk-in customers about recording requirements, transfer tax requirements, indexing issues, tract/retrieval issues and/or other general or complex questions regarding the recording process.
- Answers staff questions relating to recording requirements, transfer tax requirements, indexing issues, tract/retrieval issues and/or other general or complex questions regarding the recording process.
- Drafts memoranda summarizing legal issues including, but not limited to, recording requirements and policy, FOIA, records retention requirements, or other general issues involving County government.
- Assists Deputy Clerk of Recording with database management with document indexing issues.
- Recommend, draft, and review legislation affecting the recording process or operations.
- Testifies regarding property records and the recording process at court proceedings and legislative committees, as needed.
- Complete UCC searches in a timely manner and processes UCC filings.
- Provides advice and analysis to interpret requirements for compliance with the Local Records Act.
- Responds to FOIA requests primarily relating to property records or recording functions, but others as assigned by the FOIA officer.
- Assists government agencies (including but not limited to: City of Chicago, various state agencies, Cook County Treasurer, DEA, IRS) with recording issues or errors.
- Prepare and maintain lists related to various programs or requirements including but not limited to: Illinois Anti-Predatory Database, municipality taxing body list, Rental Housing Surcharge Program, notarial record requirements.
- Responds to MyDec and ERecording inquires.

#### **Minimum Qualifications**

- Possession of J.D. from an accredited law school.
- Currently licensed to practice law in the State of Illinois, in good standing.
- Two (2) years of full-time paid work experience with legal writing and research, including but not limited to use of at least one of the following electronic research databases: Westlaw, LexisNexis, or Fastcase.
- One (1) year of full-time paid work experience responding to FOIA requests.
- Two (2) years of full-time paid work experience working as an attorney but also working with real estate transactions or litigation involving real estate transactions.

#### **Preferred Qualifications**

- Three (3) years of full-time paid work experience, as an attorney, but also working with real estate transactions or litigation involving real estate transactions.
- Two (2) years full-time paid work experience responding to FOIA requests.
- One (1) year of litigation experience in administrative hearings, state or federal government.

#### **Knowledge, Skills and Abilities**

- Expert knowledge of the common documents recorded, in particular, real estate related documents including warranty deeds, liens, judgment orders, affidavits, decrees, etc.
- Knowledge of property descriptions, records, and other legal instruments.
- Ability to research complex legal descriptions and match PINS.
- Legal research and writing skills that are extremely accurate and concise.
- Good communication skills, ability to convey information, explain problems and describe characteristics of data entry work to others.
- Outstanding organizational and customer service skills.

- Ability to anticipate risk or legal exposure related to recording or real estate recording matters.
- Ability to exercise judgment to determine when problems require the assistance of senior personnel.
- Ability to work independently.
- Ability to identify and correct indexing errors.
- Ability to navigate/utilize computer systems/software to research and respond to customer requests or inquires.
- **Physical Requirements** Long periods of time working on computer requiring vision and typing capabilities

**Any offer of employment will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing. Cook County residency is required and must be satisfied with six (6) months of employment.**

**The duties listed are not set forth for the purpose 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 of an employee's normal line of work.**

