



## Attorney Volunteer

**The Attorney Volunteer is a pro bono program designed for attorneys, associates and new law school graduates who have a strong interest in public service and who desire to provide legal assistance within various city departments of interest (which will include city departments other than the law department). The Attorney Volunteer program is independent of the Law Extern program. The Attorney Volunteer program will not involve any litigation exposure.**

### **Description:**

Projects that volunteers may be involved in include (list is not all inclusive):

- Contract review and negotiations,
- Tax matters
- Research, consultation and preparing memorandums of law
- Pre-trial investigative work
- Reviewing and drafting legislation and business policies for legal compliance
- Matters of legal compliance in hiring, diversity and internal issues

This program is for attorneys, associates and new law graduates hired by law firms, but their start dates have been deferred or they have been offered a "sabbatical" leave to provide pro bono work.

The participant may elect to work in one of the following city departments: Human Resources Department of Compliance, Human Relations, Aviation, O'Hare Modernization Program, Business Affairs/Consumer Protection, Chicago Police Department, Finance and Benefits, Board of Ethics, Independent Police Review Authority, Internal Affairs, Department of Environment, Department of Water Management and Labor Affairs, Business Affairs/Consumer Protection, Revenue and many more. Participants will be assigned a supervisor/mentor who will coordinate assignments. Together, the chosen participant and the supervisor will determine the start date, the hours to be worked and the date on which the program will end for the individual.

Participants in the program are not precluded from other employment, but must comply with all applicable Rules of Professional Responsibility to ensure that any and all conflicts are handled within those rules. If there is a potential conflict or question or concern regarding a particular conflict on a specific case, the applicable department head should be notified.

### **Requirements:**

Graduation from an ABA accredited law school at the time of placement.

NOTE: To be considered for this program, please submit a copy of your engagement, deferment or offer letter from your firm and /or notice of Sabbatical Leave for Pro Bono work from their Law Firm. We will attempt to place applicants in their preferred department as indicated in your answer to the Screening Question in Taleo.

**Apply at: [www.cityofchicago.org/CAREERS](http://www.cityofchicago.org/CAREERS)**

**Closing Date: December 31, 2009**

**Evaluation:** Your initial evaluation will be based on the information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

**Residency Requirement:** Residency is not required for these unpaid positions.

**Additional Information:**

- We provide a licensed attorney to mentor, guide and support the volunteer.
- Time commitments are flexible and determined by the departments and the volunteers.

**City of Chicago is an Equal Opportunity/Affirmative Action Employer.**