



JOB ANNOUNCEMENT

Chicago Department of Aviation
Legal Government Affairs Division

Attorney – Excluded, GY12

Number of Positions: 3

(Additional vacancies possible pending budget approval)

Starting Salary: \$115,992.00

Applications for this position will be accepted until 11:59pm CDT on November 20, 2025

This position will work with the CDA General Counsel, staff attorneys, the Department of Law, and others within the City of Chicago. They will be responsible for drafting, reviewing, and negotiating various contracts and other legal documents in support of the CDA and its initiatives as well as interpreting current contracts and providing legal directions to CDA user sections, their deputies and/or the Commissioner.

ESSENTIAL DUTIES:

- Assist with Transactional matters.
- Assist in the drafting memorandum as required.
- Draft Settlement Agreements, Memorandum of Understanding and various other agreements.
- Act as liaison with various other City Departments (such as Law, Procurement, and Risk Management) on various projects.
- Negotiate professional services agreements with vendors as needed.
- Conduct legal research as required on legal compliance, regulatory matters and/or Aviation-related topics.
- Attend various weekly coordination meetings with various City Departments.
- Coordinate with outside counsel as required.
- Assist in the preparation of responses to legal documents.
- Handle pre-litigation dispute resolution matters.
- Review and analyze statutes to ensure company compliance and make recommendations when necessary.

- Counsel departmental management on relevant regulations and laws pertaining to the section;
- Review and draft legal documents and advise employees on legal and regulatory issues related to vendors and departmental projects; and
- And other job-related duties as assigned.

Additional duties may be required for this position.

Application Process and Materials:

Step One: **YOU MUST SUBMIT AN ON-LINE APPLICATION ALONG WITH YOUR RESUME HERE ON THIS SITE BY NOVEMBER 20, 2025.**

Step Two:

In addition to the online application submitted in Step One, the following materials **MUST** be attached to your application to be considered for this position:

- **Cover Letter** that (1) includes **the position title and job number** as noted on the posting; and (2) specifically identifies **HOW YOU MEET THE MINIMUM QUALIFICATIONS** and have the knowledge, skills and abilities listed below.
- **Resume**
- **Two (2) Writing Samples;** and
- **Copy of your Illinois ARDC Card**

Location: Chicago Department of Aviation
 Address: 10510 W. Zemke Road, Chicago
 Shift: Monday - Friday
 Hours: 9:00 a.m. – 5:00 p.m.

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Graduation from an American Bar Association (ABA) accredited law school, plus five years of work experience in the legal profession as a licensed attorney.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- Federal and state legislation and its impact on City ordinances
- Applicable local laws, statues, regulations, and guidelines
- The legal system and the principles and practices of applicable areas of the law
- Courtroom procedures and legal terminology
- Legal research methods, techniques, and resources
- Contract law and administration

- FOIA
- Commercial real estate agreements
- Labor and employment

Some knowledge of:

- City's organizational structure.
- Supervisory methods, practices, and procedures.
- Investigation methods, techniques, practices, and procedures.
- Record keeping and report preparation methods, practices, and procedures.
- FAA and aviation law

Knowledge of applicable City and departmental policies, procedures, rules, and regulations.

NOTE: Must be flexible to early and/or late meetings and occasional weekends.

NOTE: This is a 24/7 on-call operation, based on operational needs.

NOTE: Must be flexible to travel to Both Airports, based on operational needs.

NOTE: This position requires a valid license at the time of hire.

NOTE: The candidates selected for hire must pass an airport background check and a Security Threat Assessment.

SELECTION REQUIREMENTS: This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

For Information on our employees benefits please visit our benefits website at:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

For Information on our salary and title structure visit our classifications website at:

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. The Department of Human Resource staff will review applications after the final posting date. Staff will follow all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference for applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED
FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity, Military Friendly, and Fair Chance
Employer.
City of Chicago**

Brandon Johnson, Mayor

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[Job Search - Basic Search - Taleo](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Attorney – Excluded – O’Hare**

Attorney - Excluded (O’Hare)

\$115,992.00

Job #409635

10/29/25 - 11/20/25

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)