



JOB ANNOUNCEMENT

Paralegal II, B13

Chicago Department of Aviation

Legal Division

Number of Positions: 2

(Additional vacancies possible pending budget approval)

Starting Salary: \$66, 612.00

Applications for this position will be accepted until 11:59pm CDT on November 12, 2025.

Under the supervision of the general counsel, functions at the senior level, providing paraprofessional legal and administrative support to attorneys, and performs related duties as required.

- Collects and organizes information, including legal and other documents to respond to subpoenas, preservation requests, discovery requests and other requests for information and to assist in collaborating and being an intermediary with outside counsel.
- Reviews and examines legal digests, case law, news articles, statutes, ordinances, regulations, and other relevant materials to conduct legal research for attorneys' use on aviation related matters.
- Research and analyze statutes, judicial decisions, legal codes, and other documents for attorneys' use on aviation related matters.
- Attend meetings with the various sections within CDA.
- Review and research contracts.
- Tracks and summarizes legal documents (e.g., summonses, claims, subpoenas).
- In conjunction with CDA Attorneys, reviews discovery answers and updates relevant parties on status of discovery when dealing with outside counsel.
- Prepares and maintains documents for subpoenas, preservation requests and record retention requests.
- Indexes and files documents for record keeping purposes.
- Prepare exhibits and documents for CDA use.

Additional duties may be required for this position.

CHICAGO DEPARTMENT OF AVIATION

Location: O'Hare International Airport
Days Off: Saturday and Sunday
Shift: Monday-Friday
Hours: 9:00 A.M. - 5:00 P.M.

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

Minimum Qualifications: Graduation from an accredited college or university with a bachelor's degree, and a paralegal certificate from a paralegal training program accredited by the American Bar Association, or an equivalent combination of education, training, and experience.

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

NOTE: Must be flexible to travel to Midway Airport, 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 which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s), possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview 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. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and 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. Candidates who meet the minimum qualifications will be placed on an eligibility list in lottery order. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

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 – **Paralegal II – O’Hare**

Paralegal II (O’Hare)

\$66,612.00

Job #409355

10/28/25 - 11/12/25

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.)