

Associate Counsel



The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications to fill the **Associate Counsel** position.

Under the direction of the General Counsel, this position is responsible for providing advice and legal counsel to the RTA staff in relation to all applicable regulatory, statutory, and legal requirements. Drafts, negotiates and reviews contracts and grants. Conducts legal research. Performs duties related to the Freedom of Information Act, the Open Meetings Act, the State Officials and Employees Ethics Act, the Local Records Act, Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), and Civil Rights, ensuring the RTA's compliance.

Responsibilities include but are not limited to:

- Conducts legal research regarding the operations and powers of the RTA. Ensures that the RTA's operations comply with all applicable State and Federal requirements. Mediates and accommodates competing RTA priorities and provides innovative legal solutions where necessary to achieve RTA's objectives in compliance with applicable laws. Coordinates the RTA's legal position with legal departments of the Service Boards.
- Drafts, modifies, and reviews legal documents involved in the operation of the RTA, with an emphasis on contracts, procurement materials, and grant agreements. Provides advice and analysis to RTA staff regarding such documents. Assures that documents accurately reflect RTA's position.
- Assists the General Counsel and Deputy General Counsel in monitoring the RTA's compliance with applicable civil rights laws and guidelines regarding Equal Employment Opportunity (non-discrimination and affirmative action in employment), Disadvantaged Business Enterprises (promoting DBE participation in contracting), and Title VI (non-discrimination in use of federal funds).
- Provides legal counsel to staff regarding, and ensures our proper compliance with the Freedom of Information Act, Open Meetings Act, the Local Records Act, and the State Officials and Employees Ethics Act.
- Ensures that the RTA's Equal Employment Opportunity policies, goals and objectives, as outlined in the RTA's EEO program, are implemented. Communicates and partners with staff to set clear and measurable objectives. Monitors progress and evaluates results.

Graduation from an accredited law school with a Juris Doctorate degree and a license to practice law in the State of Illinois are required. Three (3) to five (5) years of experience practicing law is preferred. Experience in the public sector and experience with mass transportation at the federal, state and/or local level, as well as knowledge of government procurement is beneficial but not required. Must be highly skilled in conducting research, drafting legal memoranda and other legal documents and have the ability to: prepare and analyze legal documents; carry out assigned projects to their completion; establish and maintain effective working relationships with employees, other business associates and the general public; and work independently. Must also have inductive and deductive reasoning ability, conflict resolution, and facilitation and negotiation skills. Excellent interpersonal, written and verbal communication skills are essential.

The RTA offers a competitive compensation and benefits package. The RTA reimburses for travel at the federal rate for mileage reimbursement. Relocation is not available. For more information about the RTA, visit our website at www.rtachicago.com.

Salary Range: \$75,000 to \$100,000

Please submit a cover letter, resume and salary history to:

Regional Transportation Authority
Human Resources, Attn: 18-AC
175 W. Jackson, Suite 1650
Chicago, IL 60604

To apply online go to: <https://rtaweb01prd.rtachicago.com/jobposting/?job=222>

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