

## SEIU Local 73 Job Posting

### **Title: General Counsel**

SEIU Local 73 seeks to hire a General Counsel to advise the Local's leaders, direct the comprehensive legal strategy of the union and all legal department operations, and supervise the work of staff attorneys and the day-to-day legal affairs of the Local.

### **Duties and Responsibilities**

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The successful candidate will be expected to:

- Serve as the chief legal advisor to a large, complex labor organization operating in two states and under the purview of three different labor boards;
- Coordinate all legal work conducted by the organization and supervise a revolving caseload of more than 100 legal matters primarily handled by in-house staff attorneys;
- Serve as the primary point of contact with outside counsel;
- As needed to supplement staff attorneys, serve as lead counsel at arbitration, personnel-related, and administrative hearings, labor board proceedings, and other litigation, and handle all related duties, such as case evaluations, preparing witnesses and documents, document review and preparation, tracking cases in the union's central database, oral argument, writing briefs and conducting legal research;
- Provide legal support for organizing campaigns;
- Primary responsibility for ensuring legal compliance with regulatory mandates, including Beck notifications, LM obligations and 990 reports, LMRDA requirements, lobbying reporting and registration laws, other requirements concerning electoral work and campaign finance;
- Review all procedures around the collection of dues for legal compliance, including membership card language, union security procedures, and membership revocation processes;
- Review all contracts with vendors, insurance contracts, and real estate issues;
- Assist in formulating legislation and collective bargaining agreement language;
- Assist in the development of protocol, guidelines, manuals and handbooks;
- Review union publications for potential legal issues;
- Advise the Local on human resources decisions regarding staff and dealings with the staff union;
- Defend the union against charges, lawsuits, etc. brought against it; and

- Conduct staff and membership trainings and coordinate continuing education opportunities for staff attorneys.

### **Job Qualifications and Requirements**

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- Five or more years practicing as an attorney in progressive positions of responsibility, including work of a supervisory nature and responsibilities for advising an entire department or organization.
- Must have a juris doctor from an accredited law school and must hold a valid license to practice law in Illinois.
- Excellent oral and written communication skills are requirements of this position.
- Knowledge of labor law, especially as relates to collective bargaining, unfair labor practices, mediation and arbitration; ability to interpret laws, decisions and regulations.
- Experience with the following types of organizations is highly significant: labor unions, progressive issue advocacy organizations, community organizations, political campaigns and elected officials, employer/union relations.
- Experience in internal and/or external organizing is preferred.
- Personal commitment to the mission and goals of SEIU Local 73 is a requirement of this position.
- Computer literacy and the ability to learn union-specific computer systems within the initial months of employment is a requirement.
- Occasional in-state travel and overnight travel may be required.
- Strong personal planning and time management skills, ability to develop and carry out work plans with minimal supervision, and ability to work with people from diverse cultures and backgrounds are also necessary skills.
- Excellent independent judgment and attention to sensitive relationships and confidential information are considered key components to achieving performance standards.
- Commitment and capacity to maintain the highest level of integrity, judgment, confidentiality and discretion in managing union information and resources

### **Working Conditions**

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The position is based in the Chicago headquarters of the union.

A cell phone and drivers' license are requirements of this position. Cell phone and mileage reimbursement is provided.

Long and irregular hours frequently required.

The position includes a competitive salary based on experience and a package of benefits that includes paid holidays, vacations, fully paid health benefits including health, dental, vision and prescription drug benefits. All staff in the union are participants in a defined benefit pension plan fully paid by the employer.

This position is a supervisory, confidential, managerial, exempt, non-bargaining unit classification.

## **Background**

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With nearly 30,000 members, SEIU Local 73 has a proud history of raising standards for workers and their families. The Local represents service, technical and professional workers primarily in the public sector in Illinois and Indiana who are employed in state government, local government, school districts, publicly funded social service agencies and colleges and universities. Our members keep our buildings and communities safe and clean and our families healthy, they care for our children and our elderly, and keep our cities and states running.

Local 73 is committed to bettering the lives of working people through organizing workers to create a powerful voice on their job to win fair wages, meaningful benefits, a sustainable retirement and job protection.

SEIU Local 73 is affiliated with the Service Employees International Union with two million members in the US, Canada and Puerto Rico. Local 73 is united with those members in a shared belief in the dignity of workers and the value of their work and in a commitment to a more just and humane society.

## **To Apply**

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Interested applicants should submit a cover letter with salary requirements, writing sample, and resume to the Hiring Committee at [careers@seiu73.org](mailto:careers@seiu73.org).

Interviews will begin in January 2022 and continue until the position is filled.