

Protecting Our Water Environment

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Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET CHICAGO, ILLINOIS 60611-3154 312.751.5600

Legal Assistant
ORIGINAL ENTRANCE
APPLICATIONS ACCEPTED ONLINE ONLY

This examination is open to all candidates, both internal and external, who meet the minimum requirements.

Applications will be accepted only during the designated filing period for this examination. The opening and closing dates of the filing period are listed in this announcement. Applications must be filed by the following method:

Submitted online through the District's Online Employment Center at www.districtjobs.org. Applications must be submitted by 11:59 p.m. Central Time on the closing date in order to be considered.

The deadline for filing an application will not be extended due to any unavailability of the MWRD website. The MWRD will not be liable for the website being unavailable for any period of time, and it is the sole responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner. Therefore, it is recommended that applications be submitted early in the filing period.

It is the responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner by the method described above. Descriptions and dates of education, experience and any required license or certification should be very clear so that it is understood exactly how the applicant meets the minimum requirements. Prospective employees will be required to provide documentation of the required education, experience and licensure/certification upon employment. Falsification of a material statement in an application may constitute grounds for rejection of the application, exclusion from the examination, removal from the eligible list, or discharge of an employee from his or her position in the Classified Service.

Minimum Requirement Deadline: The minimum requirements for this examination must be met by the qualification deadline listed in this announcement.

Residency Requirement: There is no residency requirement to participate in the examination; however, all District employees must be domiciled within the boundaries of the District within six months of successful completion of probation. (The District is in Cook County, Illinois, covering approximately 90% of the county area.)

Veterans' Preference: In Original Entrance examinations, five points for Veterans' Preference will be added, in accordance with the District statute, to the scores of those candidates who attain a passing score in all phases of the examination. Information regarding the periods of eligible service, the documentation needed to file a claim and Veterans' Preference claim forms can be obtained through the District's Online Employment Center at www.mwrd.org or requested at the test site.

Probationary Period: The probationary period for this classification is one year (250 days worked).

Hiring and Employment Objectives: The Metropolitan Water Reclamation District of Greater Chicago is committed to hiring and employment practices that: base employee selection on a candidate's knowledge, skill and ability to perform effectively on the job; provide equal employment opportunity to all qualified applicants; prohibit the entry of political reasons or factors and other improper considerations into any stage of the selection and hiring processes; and create a transparent, honest and fair hiring system.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Reasonable accommodation for individuals with disabilities will be made in accordance with applicable laws. Requests for testing accommodations are to be made within one week after the close of the filing period. For information regarding accommodation for individuals with disabilities, phone (312) 751-5170 (voice) or (312) 751-5916 (TTY).

EXAMINATION INFORMATION

Job Title	Legal Assistant - Applications Accepted Online Only
Examination #	15002
Opening Date	Friday, December 5, 2014
Closing Date	Friday, January 2, 2015
Qualification Deadline	Sunday, February 1, 2015
Minimum Annual Salary	\$60,129.42
Maximum Annual Salary	\$93,592.98
Duties	
Under general supervision of attorneys and/or a Senior Legal Assistant, performs entry-level paralegal work in support of District activities.	
Minimum Requirements	
Absolute Requirement: Completion of an American Bar Association approved paralegal training program. Minimum Requirements: Three years of experience in a secretarial, clerical, administrative or paralegal position in a law office or legal department.	
Examination	
The examination will consist of a written test weighted 100%. The minimum passing score on the written test will be 70% unless determined otherwise by the Director of Human Resources. Candidates must achieve a passing score to have their names placed on the eligible list.	
The written test will assess candidates' knowledge, skill and ability in areas such as knowledge of legal concepts and processes; planning and organizational skills; reading comprehension; and written and interpersonal communication skills.	
Examination Process	
All applicants will be advised by email if they have been admitted to the examination process. Applicants who do not receive a response to their application by January 16, 2015, should contact the Employee Selection Office at (312) 751-5100.	
WRITTEN TEST: The written test will be administered on Saturday, January 24, 2015, at the Chicago High School for Agricultural Sciences, 3857 West 111th Street, Chicago, IL. Candidates should report at 9:00 a.m. with the approved admission letter and a driver's license or other form of photo identification. Calculators will be provided. The use of books, study guides, cell phones, PDAs, laptops or other aids during the test is prohibited.	
Appointments	
Appointments will be made from an eligible list with three categories: A (Exceptionally Well Qualified), B (Well Qualified) and C (Qualified). Candidates in the highest category will be given first consideration for appointment. This examination is also being given on a Promotional basis. In instances where both Original Entrance and Promotional eligible lists result from an examination process, it is the District's practice to appoint only from the Promotional eligible list until all names from that list have been considered. The eligible list has a duration of three years. Appointment is subject to successfully passing a physical examination, a drug test and a criminal history background investigation.	