



Tully & Associates, a boutique Chicago law firm, represents clients in property tax, real estate, and litigation matters. Founded over forty years ago by Thomas M. Tully, then entering private practice after having served as the elected Assessor of Cook County, our firm and its Chicago property tax attorneys have an impressive record of success consistent with the breadth and depth of our experience. Our four attorneys have over one hundred years of combined experience in real estate, property tax, and trial and appellate matters.

Position: Summer Analyst / Real Estate Legal Intern

Duration: Summer 2024 (May/June to August)

Location: On-site, Chicago, IL

Qualifications:

- Working towards a 4-year college degree in Business Administration, pre-law, or other applicable lines of study
- Experience working with Excel in terms of large data sets, spreadsheets
- A willingness to learn and understand the tax-appeal process for commercial and residential real estate in Cook County
- An interest in pursuing a Law Degree, career in law, or career in Real Estate

Responsibilities:

- Assist attorneys and directors by creating documents to assist in the appeal, objection, and lawsuit process for commercial and residential clients
- Draft and review legal documents and correspondences such as Agreed Judgement Orders, Settlement Memorandums and Discovery Letters
- Analyze internal client data base and identify new real estate trends
- Research property information and obtain documents from Cook County Buildings
- Assist with day-to-day operations and completing tasks for paralegals and line of attorneys