



**ASSISTANT CITY SOLICITOR I
LAW DEPARTMENT
CITY OF WORCESTER**

The City of Worcester is seeking qualified applicants for an **Assistant City Solicitor I** to join the fast-paced, high-volume collaborative and congenial Law Department. Under the direction of the City Solicitor, the attorney will provide competent and timely legal services, advice, and recommendations to the City Manager, City Council and the City's officers, employees, boards, and commissions. The Assistant City Solicitor will work in both the Advice and Counsel and Litigation Divisions of the Law Department. Advice and Counsel attorneys render legal opinions to City officers, departments, boards, and commissions, prepares responses to public records requests, drafts legal documents such as ordinances, legislative acts, and the review/drafting of contracts. The candidate will also provide litigation services in which the candidate will be advocating on behalf of the city in administrative hearings and state courts. The assignments will be based on overall related legal experience and demonstrated proficiency in a local government setting. While expertise may be gained in a specialized area of municipal law, the incumbent assumes responsibility for legal matters in any area as assigned by the City Solicitor.

ESSENTIAL FUNCTIONS:

Represent and counsel the City, City employees, departments, administrative boards, and bodies on a wide variety of civil, administrative, and other legal issues.

Represent the City, City employees, departments, administrative boards, and bodies in all levels of state and federal courts, administrative bodies, and tribunals.

Litigate civil, administrative, code enforcement and appellate cases on behalf of the city, its employees, departments, administrative boards and bodies.

Assist in the development of legal structures and codes.

Assist in the interpretation and application of laws, codes, and ordinances.

Conduct legal research and communicate the results of that research succinctly and effectively in legal memoranda to the courts and legal opinions to city administrators.

Draft, serve and file, as required, legal documents, such as discovery requests and responses, pleadings, memoranda, orders, findings of fact and rulings of law, trial documents, appellate briefs and related filings, outlines for questioning and arguments in trial courts, appellate courts, mediations, tribunals, or administrative bodies.

May be required to attend city board and commission meetings and conferences, sometimes in the evening hours.

Present legal interpretations and alternatives.

Attend and participate in staff, department or other meetings, conferences, on committees, task forces.

Keep abreast of developments in field or areas of interest or expertise.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Demonstrate cultural competence to effectively interact, work, and develop meaningful relationships with people of diverse identities, perspectives and cultural backgrounds.

Strong learning orientation. Leverages all resources and is creative in ways of learning for self to continue adapting to changing issues and trends.

Excellent organizational skills.

Excellent data processing skill in the use of personal computers and office software including word processing, data base internet and spreadsheet applications.

Ability to research and analyze legal issues in a fast-paced environment and advise how to effectively apply said advice on a practical level.

Ability to draft and review legal documents; ability to analyze a wide variety of circumstances, conduct investigations and make reports on same.

Ability to litigate civil, administrative, code enforcement and appellate cases on behalf of the City, its employees,

departments, administrative boards and bodies.

Ability to draft, serve and file, as required, legal documents, such as discovery requests and responses, pleadings, memoranda, orders, findings of fact and rulings of law, trial documents, appellate briefs and related filings, outlines for questioning and arguments in trial courts, appellate courts, mediations, tribunals or administrative bodies.

Ability to communicate succinctly with elected and appointed Officials, City employees and Department Heads.

Ability to resolve legal issues in a practical, cost-effective manner.

Ability to find what applicable laws and regulations apply to a specific matter.

Ability to represent the city clearly, logically, and persuasively. Interpreting and explaining city, state and federal policy, law, regulation, and court decisions affecting city operations to diverse audiences.

Ability to exercise a high degree of tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential issues and situations.

MINIMUM REQUIREMENTS:

- Juris Doctorate from an ABA accredited law school
- One (1) year of experience in the practice of law
- Massachusetts Bar member in good standing
- Valid motor vehicle operator's license

PREFERRED QUALIFICATIONS:

- Prior municipal law experience
- Two (2) years of experience in the practice of civil law
- Civil litigation experience

SALARY RANGE: \$ 75,721 - \$99,410 annually, full-time, exempt, with an excellent benefits package.

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. **OPEN UNTIL FILLED, applications received prior to or on FRIDAY, APRIL 26, 2024, will receive preference.** Preference is given to Worcester residents. **The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.** Direct inquiries to: City Hall, Human Resources, Room 109, 508-799-1030, HR@worcesterma.gov.

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