



ASSISTANT CITY SOLICITOR – LITIGATION SUPERVISOR
LAW DEPARTMENT
CITY OF WORCESTER

The City of Worcester is seeking qualified applicants for an **Assistant City Solicitor- Litigation Supervisor** to join the fast-paced, high-volume collaborative and congenial Law Department to provide competent and timely legal services in the Litigation Division of the Law Department. Under the general supervision of the City Solicitor, the position will defend the City in state and federal courts and will also advocate on behalf of the City in civil litigation, criminal, and administrative law matters. The position will liaise with outside counsel retained to represent the City in litigation matters and will work to retain and oversee industry experts hired by the City for counsel in litigation cases and perform analysis of cases for appropriate and fair dispositions. Additionally, the employee will manage a small group of Litigation Attorneys and a Claims Agent to complete assigned work.

ESSENTIAL FUNCTIONS:

- Litigate civil, administrative, code enforcement and appellate cases on behalf of the city, its employees, departments, administrative bodies, and boards.
- Conduct legal research and communicate the results of research in legal memoranda to the courts and legal opinions to City administration.
- Draft, serve and file 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 trials courts, appellate courts, mediations, tribunals, or administrative bodies.
- Perform a range of legal functions including but not limited to the review and analysis of cases for appropriate and fair dispositions, the preparation of written correspondence, working with defense attorneys, participation in court conferences, performance of legal research, argues motions, working directly with witnesses and victims, conduct legal hearings and the preparation of trial court motions.
- Responsible for conducting hearings/conferences pertinent to civil, administrative, and other legal issues; confers with law enforcement officials, judges, opposing council, and other attorneys as required.
- Supervise and direct the work of a small staff of Attorneys and a claims agent, to include case guidance, mentorship, and personnel matters that may arise.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient advocacy and courtroom experience skills.
- Skilled to complete multiple tasks in an accurate and detailed manner.
- Strong interpersonal, verbal, and written communication skills and the ability to work effectively with a wide range of constituencies in a diverse community and ability to maintain effective working relationships.
- Thorough knowledge of City ordinances, civil law, and Massachusetts and federal constitutional and statutory provisions relating to the operation of municipalities in Massachusetts.
- Superior knowledge of rules of evidence and rules of civil procedure and appellate procedures.
- Ability to analyze, appraise, synthesize, organize evidence and precedents, and act quickly and decisively to new facts or goals often in high stress, emotional conditions often in a court room setting.
- Ability to speak and communicate privately and/or publicly in a clear and concise manner.
- Ability to understand complex verbal and written information and to render legal advice with regard to litigation strategy and to independently investigate issues in an organized, detailed, and timely manner.
- Ability to represent the city clearly, logically, and persuasively.
- Ability to interpret and explain city, state and federal policy, law, regulation, and court decisions affecting city operations to diverse audiences.
- Ability to supervise Assistant City Solicitors and provide assistance in evaluating, interpreting factors and circumstances of assigned cases for proper handling through disposition.
- Ability to exercise a high degree of tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential issues and situations.

- Ability to draft, serve and file 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 trials courts, appellate courts, mediations, tribunals, or administrative bodies and assist staff attorneys with same.
- Ability to travel and have access to reliable transportation

MINIMUM REQUIREMENTS:

- Juris Doctorate from an ABA accredited Law School
- Massachusetts Bar member in good standing
- Experience with employee supervision
- Five (5) years of civil litigation experience, and experience handling civil rights cases
- Valid motor vehicle operator's license

PREFERRED QUALIFICATIONS:

- Two (2) years supervising and managing attorneys
- Four (4) years of experience defending federal civil rights claims
- Prior municipal law experience

SALARY RANGE: \$ 94,368 - \$145,979 annually, full-time, exempt, with an excellent benefits package.

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter on or before FRIDAY, FEBRUARY 9, 2024, to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. 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.