



CITY OF WALTHAM MASSACHUSETTS

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Kristin Murphy
Human Resources Director
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ASSISTANT CITY SOLICITOR LAW DEPARTMENT CITY OF WALTHAM

The City of Waltham is seeking qualified applicants for the position of Assistant City Solicitor to join its Law Department to provide legal counsel, representation, advocacy, prosecution, defense and litigation services. Under the general supervision of the City Solicitor, this position will require defending the City in state and federal courts and will advocate on behalf of the City in civil litigation, criminal, and administrative matters, as well as perform analysis of cases for appropriate and fair dispositions, including claims against the City. Full job description available through Human Resources.

ESSENTIAL FUNCTIONS: The essential functions of this position will require the following:

- Litigating civil, administrative, code enforcement, and appellate cases on behalf of the City, its employees, departments, Administrative bodies and boards;
- Conducting legal research and communicating the results in legal memoranda to both courts and City boards, committees, council and department heads;
- Drafting, serving and filing legal documents, such as discovery request and responses, pleadings, legal memoranda, and appellate briefs;
- Delivering oral arguments before courts, mediators, arbitrators and other administrative bodies;
- Performing review and analysis of cases for appropriate and fair dispositions;
- Preparing written correspondence;
- Working with witnesses, conducting internal investigations, and interviewing clients, employees, claimants, and others as necessary for trial preparation and other City legal matters;
- Preparing for and participating in legal and administrative hearings;
- Processing and responding to claims against the City for monetary damages;
- Representing the City's interests in collective bargaining and labor relations adjudications;
- Adhering to established standards of performance within a broad framework of policies and objectives as set forth by City officials, City Ordinances, and Massachusetts General Laws;
- Maintaining current knowledge of all legal aspects affecting municipal government operations through attendance at conferences, seminars and through literature review;
 - Performing similar or related work as required, directed, or as the situation dictates.

REQUIRED SKILLS: This position requires the following:

- Strong advocacy and courtroom experience, including jury trials and experience before both state and federal courts;
- The ability to draft, serve, and file legal documents, such as discovery request and responses, pleadings, memoranda, orders, findings of fact and rulings of law, trial documents, witness preparation questions, and mediation and arbitration memoranda;
- Strong interpersonal, verbal, and written communication skills;
- Knowledge of the Waltham City Ordinances, civil law, Massachusetts and federal constitutional and statutory provisions relating municipalities;
- Knowledge of the rules of evidence, civil procedure, and appellate procedure;
- The ability to speak and communicate in a clear and concise manner;
- The ability to understand complex information and render legal advice with respect to litigation strategy;
- The ability to conduct internal investigations;
- Strong organizational skills and the ability to work independently;
- The ability to exercise discretion and diplomacy in dealing with sensitive, complex and confidential issues;
- **MINIMUM REQUIREMENTS:** Minimum requirements for this position are as follows:
- Four (4) year undergraduate degree and Juris Doctorate from an ABA accredited Law School;
- Member of the Massachusetts Bar in good standing;
- Member of the Federal Bar in good standing;
- Seven (7) years of experience in civil litigation, including handling of civil rights cases;
- Must successfully pass a Criminal Offenders Record Information (CORI) and a pre-employment physical with drug screening.

Preference will be given to applicants demonstrating a prior municipal law experience. Full job description available through City of Waltham Human Resources Department.

SALARY: \$114,302 (FY 25 \$118,017) annually with 6 annual step increases and longevity bonuses. Excellent benefits package including paying 89% for HMO and 87.5% for PPO.

Deadline to apply: Friday, May 31, 2024

Qualified applicants should submit a City of Waltham application, resume, cover letter and writing sample to:

City of Waltham/Human Resources Department

Req. 2024-54

jobs@city.waltham.ma.us