



# CITY OF LAWRENCE

## Office of the City Council

City Hall – 200 Common St, Lawrence, MA 01840  
(978) 620-3210 – [www.cityoflawrence.com](http://www.cityoflawrence.com)

### EMPLOYEE JOB POSTING

**Title:** Assistant City Attorney (First Assistant)  
**Department:** Office of the City Attorney  
**Pay Grade:** Salary negotiable, commensurate with experience  
**Union:** Non-Union/Exempt

**Duties:** Under the direction of the City Attorney, shall assist the City Attorney in the performance of the duties of the office, including litigation and real estate; representation of the City in Court, particularly in the State Court and Federal Court and before administrative tribunals; and shall perform such other duties as may be assigned by the City Attorney.

#### **Qualifications:**

- Juris Doctorate Degree
- License to practice in the Commonwealth of MA with no disciplinary record
- Excellent writing and organizational skills
- 5+ years lawyer experience, preferably with litigating MA Tort Claims Act and state/federal civil rights law, federal court trial experience, land use law, real estate, receiverships, MCAD experience or experience before state and federal administration tribunals
- Computer proficiency in Microsoft Office and Westlaw desirable
- Bilingual (English / Spanish) candidates encouraged to apply.

**Appointing Authority:** \_\_\_\_\_

  
Kendrys Vasquez, Council President

**Applications are available in the Personnel Department or at [www.cityoflawrence.com](http://www.cityoflawrence.com)**  
The City of Lawrence is an Equal Opportunity Employer.

*REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.*