



BOSTON PUBLIC HEALTH COMMISSION

The Boston Public Health Commission, the country's oldest health department, is an independent public agency providing a wide range of health services and programs. Public service and access to quality health care are the cornerstones of our mission - to protect, preserve, and promote the health and well-being of all Boston residents, particularly those who are most vulnerable. The Commission's more than 40 programs are grouped into six bureaus: Child, Adolescent & Family Health; Community Health Initiatives; Homeless Services; Infectious Disease; Recovery Services; and Emergency Medical Services. These six bureaus are supported by Public Health Service Centers as well and Administration and Finance.

Job Title:	Assistant General Counsel	Rate of Pay:	\$ 80,000 - \$85,000 Annual
Dept/Program:	Administration and Finance	Schedule:	Monday to Friday 9-5
Union/Grade:	P4	Supervisor:	
Hours:	35		
Location:	1010 Mass Ave.		

OVERVIEW

This attorney shall serve as the lead litigator for all of the Boston Health Commission's litigation matters in state and federal courts. This attorney will also handle all internal investigations conducted by the General Counsel's Office.

ESSENTIAL JOB FUNCTIONS

- Represents the Boston Public Health Commission (BPHC) and its employees in all legal matters filed in state and federal courts and administrative agencies.
- Assesses prelitigation matters for settlement.
- Researches and drafts memoranda regarding legal issues relating to the BPHC and its employees.
- Investigates and reports on employee incidents/issues as assigned by the General Counsel. This includes but is not limited to any alleged violations of BPHC's General Conduct policy.
- Assists the Labor Relations Office with the handling of Boston Retirement Board matters.
- Performs intake of walk-in complaints from homeless shelter clients.
- Works in a confidential capacity.
- Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

Juris Doctorate and three (3) years of related work experience with two (2) years general legal experience in related job duties and legal experience preferably with civil or criminal litigation and trial experience.

Special Qualifications/Licenses/Certifications (if applicable):

Requires good standing as a member of the Massachusetts Bar.

Knowledge, Skills and Abilities:

- Knowledge of the law applicable to job duties.
- Knowledge of litigation.
- Skill in using computers and software related to job duties.
- Skill in conducting research including Westlaw and Internet searches.
- Skill in organizing.
- Skill in writing including creating legal documents.
- A skilled communicator - able to communicate effectively on legal and nonlegal issues with individuals (lawyers and nonlawyers) across the Commission and inter-agency across the City and state.
- Ability to be persuasive.
- Ability to perform as a trial attorney.
- Ability to use independent judgment and discretion to make decisions.
- Ability to approach and address problems with an equity lens
- Ability to work well with people and be part of a close-knit team

ADDITIONAL INFORMATION

- City of Boston Residency Required.
- Compliance with BPHC's Covid19 Vaccination and Weekly Testing Policy.
- A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.
- Any position that requires an advanced degree will be subject to education verification.
- The Boston Public Health Commission is an Equal Opportunity Employer and all applicants meeting the minimum qualifications are eligible to apply.

HOW TO APPLY

- Please visit www.bphc.org/careers to apply for Assistant General Counsel (Litigation) position.
- Resume and cover letter required.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.