

## City of Lawrence

### Assistant City Attorney – 2 Positions

The City of Lawrence is looking to immediately hire two (2) full-time attorneys. General duties are to assist the City Attorney in the performance of the duties of the office, including employment matters, real estate matters, drafting of ordinances; representation of the City in court, particularly in State Court and Federal Court and before administrative tribunals; and shall perform such other duties as may be assigned by the City Attorney. Both positions are pursuant to an employment contract where the salary is commensurate with experience. General qualifications are J.D. degree, admission to practice in MA and must be in good standing to practice in MA. For specific duties and qualifications of each positions, see below.

#### **Second Assistant City Attorney (Labor Attorney):**

Position specific duties: Under the direction of the City Attorney, the Second Assistant City Attorney shall serve as labor relations counsel pursuant to section 6.5 of the City Charter, and shall represent the city in collective bargaining negotiations, and in all matters relating to labor relations.

Position specific education/experience: At least three (3) years' experience in labor and employment law, collective bargaining, and/or civil service required.

#### **Third Assistant City Attorney:**

Position specific education/experience: One (1) to three (3) years of litigation experience required, preferably in municipal law, civil rights law, or real estate.

**Qualified candidates should submit a resume and cover letter, indicating to which position candidate is applying, to: Personnel Department, City of Lawrence, 200 Common Street, Room 303, Lawrence, MA 01840.**

*The City of Lawrence is an Equal Opportunity Employer.*