

**JOB POSTING NOTICE  
TOWN OF WEYMOUTH  
Human Resource Department**

**Position:** Town Solicitor

**Department:** Legal

**Manager:** Mayor

**Salary range:** \$111,514.71 - \$137,441.72 (Grade 20)

**Posting Date:** March 2, 2022

**Posting Close Date:** March 16, 2022

**Position Description:**

The Town Solicitor shall be responsible for all of the legal affairs of the Town and shall personally provide or supervise the provision by others, of all legal services necessary for the proper and efficient conduct of the Town's affairs as prescribed within the Town of Weymouth Code of Ordinances, sec. 3-330 including but not limited to:

Draft, review, revise and/or approve all documents including but not limited to ordinances, regulations, contract agreements, deeds, bonds, memorandums of agreement, and documents for administrative committee, boards, courts and tribunals excluding work done in connection with the laying out, establishment, construction and maintenance of sewerage, water, drainage or road systems.

Prosecute and defend all suits to which the Town or any of its officers or any administrative personnel in their official capacity are a party, or wherein any right, privilege, property, estate, act or franchise of the Town may be affected or brought into question, before any court, board of commissioners, or committee of the General Court of the Commonwealth of Massachusetts.

Under the direction of the Mayor, represent the Town before any committee of the Legislature, administrative board or other public official in any matter wherein the Town has an interest. Attend municipal boards, committees, and commission meetings as a representative of the legal department and may be assigned to represent the Town at administrative hearings and court proceedings.

Furnish all legal advice to the Mayor, Town Council, and all elected or appointed Town officers, departments, boards and committees pertaining to the discharge of their official duties. All requests for legal opinions, other than routine day-to-day questions, shall be made in writing to the Town Solicitor and routed through the Mayor's office for purposes of administrative control.

**\*FOR A COMPLETE JOB DESCRIPTION**

**VISIT THE JOB OPPORTUNITIES LINK UNDER HUMAN RESOURCES DEPARTMENT\*\***

**Minimum Qualifications:**

Law degree and admission to Massachusetts Bar required. The employee should have a minimum of five years' full-time legal or government experience including experience in local, state or federal government agency, non-profit organization or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Valid Class D driver's license and ability to operate a vehicle. Employee will be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**The Town of Weymouth is an AA/EEO Employer**

