

Town of Weymouth, Massachusetts
Job Description

Position Title:	Town Solicitor	Grade Level:	20
Department	Legal Department	Date:	2022
Reports to:	Mayor	FLSA Status:	Exempt

Statement of Duties: The Town Solicitor shall be responsible for all of the legal affairs of the Town and shall personally provide, or shall personally supervise the provision by others, of, all legal services necessary for the proper and efficient conduct of the Town’s affairs.

Supervision Required: The employee works under the policy direction of the Mayor and functions independently to perform legal work for the Town. Provides legal advice and opinions requiring knowledge of state and federal laws, Town of Weymouth charter and code of ordinances, rules, regulations, and policies and procedures of the Town of Weymouth.

Supervisory Responsibility: The employee is required to supervise employees.

Judgment: The work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations, or transactions in order to determine the appropriate action to be taken. within the limits, standards, or established operating practices, rules, regulations, ordinances, laws, or regulations. Independent judgement is required to analyze or evaluate specific situations to determine appropriate actions. The employee is required to understand, interpret, and apply applicable operating practices, rules, regulations, ordinances, laws, and regulations.

Complexity: The work is complex and sophisticated. Daily tasks consist of the practical application of a variety of legal concepts, practices, and specialized techniques relating to a professional or technical field. Ability to evaluate compliance with established standards or criteria through gathering, analyzing and evaluating information.

Work Environment: Work is performed on-site in a variety of municipal office settings or off-site at federal or state agency buildings, court houses or related locations. The work load will include evening work such as attendance at Town Council meetings, board, committee and commission meetings, annual town meeting and other meetings as requested or assigned.

The employee operates standard office equipment. The employee has regular contact with department heads, town employees, state and federal courts, administrative agencies and members of the public requiring courtesy, discretion, tact and persuasive abilities.

The employee has access to an extensive amount of confidential information, including personnel files, bid documents, collective bargaining negotiations, criminal investigations, legal proceedings and personal information about citizens and must observe all confidentiality protocols.

Errors in judgment regarding litigation or strategy could have significant fiscal and legal repercussions.

Town of Weymouth, Massachusetts
Job Description

Occupational Risk: Duties of the job generally present little potential for personal injury. Risk exposure is similar to that found in a municipal office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Town Solicitor shall perform the obligations under the Code of Ordinances, Town of Weymouth, sec. 3-330 in providing for the legal affairs of the Town of Weymouth, its elected and appointed officials, and employees.

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.

The Town Solicitor may employ assistants and outside counsel, except as otherwise expressly authorized by the Mayor, and shall be responsible for the acts of any assistants and outside counsel so employed and paid by the Legal Department.

Recommended Minimum Qualifications: Education and Experience: 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.

Town of Weymouth, Massachusetts
Job Description

Special Requirements: Valid Class D driver's license.

Knowledge, Skill and Ability

Knowledge. Knowledge and experience in state and local laws and regulations pertaining to the operations of local government including but not limited to: labor, land use and zoning, public records, open meeting, etc.

Skill. Mediation, conflict resolution, litigation skills, negotiation and leadership skills. Excellent public relations skills combined with oral and written communication skills. Computer skills to utilize internet software, word processing, spreadsheet and database software applications

Ability. Ability to develop effective and constructive working relationships with local, state, and federal officials, committees, boards and commissions. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to maintain sensitive and confidential information. Ability to read, analyze and interpret laws, ordinances, rules, regulations, professional journals and procedure manuals and apply them to specific situations and cases. Ability to communicate effectively both orally and in writing. Ability to prioritize responsibilities and to respond to critical or emergency situations when needed.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

The employee is required to stand, walk, sit, talk and hear for extended periods. The employee is required to interact and communicate frequently and effectively with the public. Frequent use of hands to touch, handle or feel objects, tools or controls; reach with hands and arms; stoop, crouch or kneel. Able to operate an automobile. Vision ability of close to medium distance vision and ability to adjust focus in order to read and analyze documents, complete forms and paperwork. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech. May occasionally be required to lift up to forty pounds.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job changes.