

The City of Worcester is a great place to live, work, grow and play! We are committed to equity, diversity and inclusion and we celebrate and support our differences across all spectrums. If you embrace innovation and public service, this is the place for you! *-Your career—our future.*



<b>Position Title:</b>	<b>Asst. City Solicitor, Head Litigator</b>	<b>Pay Grade:</b>	48 – Executive Management
<b>Department:</b>	Law	<b>Salary Range:</b>	\$83,211.77-\$128,051 annually
<b>Reports Directly to:</b>	City Solicitor/Deputy City Solicitor	<b>Duration/Time Type:</b>	Full Time, benefitted, exempt
<b>Worksite Location:</b>	455 Main St, Worcester, MA 01608	<b>Work Week:</b>	M – F: 8:30AM – 5:00 PM

The City of Worcester is seeking an attorney to join the fast-paced, collaborative and congenial Law Department as full-time **Assistant City Solicitor - Head Litigator** to provide competent and timely legal services and supervise a staff of attorneys and a claims agent.

The litigation position entails advocating on behalf of the City in civil litigation matters in state and federal courts and includes, but is not limited to conducting legal research, drafting pleadings, motions, memoranda, and outlines of questioning and arguments for hearings and trials in court and administrative agencies. This attorney will also be the liaison with outside counsel retained to represent the city in litigation matters and will work to retain and oversee industry experts hired by the city for counsel in litigation cases. This is a senior-level position, which oversees Assistant City Solicitors in the litigation division. While expertise may be gained in a specialized area of municipal law, the incumbent assumes responsibility for legal matters in any area as assigned by the City Solicitor.

This position performs a range of legal functions, including but not limited to the review and analysis of cases for appropriate and fair dispositions, negotiation of contracts such as professional and consulting services, leases, licenses, deeds, mortgages, and leases etc, the preparation of written correspondence, working with defense attorneys, participation in court conferences, performance of legal research, argues motions, working directly with witnesses and victims, conduct legal hearings and the preparation of trial court motions. The Head Litigator is responsible for conducting hearings/conferences pertinent to civil, criminal, administrative and other legal issues; and confers with law enforcement officials, judges, opposing council, and other attorneys as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficient advocacy and courtroom experience skills.
- Skill to complete multiple tasks in an accurate and detailed manner.
- Proficient customer service skills.
- Strong interpersonal, verbal and written communication skills and the ability to work effectively with a wide range of constituencies in a diverse community and ability to maintain effective working relationships.
- Thorough knowledge of City codes, civil and municipal law, City Charter, and ordinances, knowledge of Massachusetts and federal constitutional and statutory provisions relating to the operation of municipalities in Massachusetts.
- Knowledge of rules of evidence and rules of civil, civil rights, police procedures, and appellate procedures.
- Knowledge of City of Worcester government department and political operations and services.
- Knowledge of the state public bidding, open meeting law, and access to public records statutes.
- Demonstrated computer proficiency; proficiency in Microsoft Office Suite.
- Ability to analyze, appraise, synthesize, organize evidence and precedents, and act quickly and decisively to new facts or goals often in high stress, emotional conditions often in a court room setting.
- Ability to speak and communicate privately and/or publicly in a clear and concise manner.
- Ability to understand complex verbal and written information and to render legal advice with regard to litigation strategy and to independently investigate issues in an organized, detailed and timely manner.
- Ability to represent the city clearly, logically and persuasively. Interpreting and explaining city, state and federal policy, law, regulation and court decisions affecting city operations to diverse audiences.
- Ability to supervise Assistant City Solicitors and provide assistance in evaluating, interpreting factors and circumstances of assigned cases for proper handling through disposition.
- Ability to exercise a high degree of tact, discretion and diplomacy in dealing with sensitive, complex and confidential issues and situations.

- Ability to draft, serve and file legal documents such as discovery requests and responses, pleadings, memoranda, orders, findings of fact and rulings of law, trial documents, appellate briefs and related filings, outlines for questioning and arguments in trials courts, appellate courts, mediations, tribunals or administrative bodies and assist staff attorneys with same.

**MINIMUM REQUIREMENTS:**

- Juris Doctorate from an ABA accredited Law School
- Massachusetts Bar member in good standing
- Seven (7) years of litigation experience
- Two (2) years of supervisory experience in an attorney capacity
- Valid motor vehicle operator's license

**PREFERRED QUALIFICATIONS:**

- Four (4) years of supervisory experience in an attorney capacity
- Four (4) years of prior municipal law experience
- Three (3) years of experience defending federal civil rights claims

**TO APPLY, PLEASE VISIT:** [www.worcesterma.gov/employment](http://www.worcesterma.gov/employment) or send resume and cover letter on or before **FRIDAY, MAY 20, 2022** to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. **Preference is given to Worcester residents.** *The City of Worcester is proud to be an Equal Opportunity / ADA Compliant /Affirmative Action Employer. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, genetic information, pregnancy or a pregnancy-related condition, domestic or sexual violence victim status, or membership in any other protected class. The City of Worcester complies with all applicable federal, state and local laws governing nondiscrimination in employment in all locations in which the City operates. This policy applies to all terms and conditions of employment. **Individuals from underrepresented populations, including people of color, women, and bilingual or multilingual candidates are encouraged to apply.** Direct inquiries to: City Hall, Human Resources, Room 109, (508) 799-1030, [HR@worcesterma.gov](mailto:HR@worcesterma.gov).*