

The **Assistant City Solicitor** has direct and independent responsibility for a general, broad municipal legal practice in a fast-paced, high-volume Law Department. Areas of focus include representing the City in various litigation venues including federal and state courts and labor and employment litigation. . The position is also responsible for legislative counseling, legal research, reviewing and responding to public records requests, contract review, working closely with a diverse group of municipal officials in all manner of municipal legal matters.

### **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.

- Represent the City in all phases of state and federal civil litigation.
- Represent the City before state boards, commissions and other state agencies (i.e. labor arbitration, mediation, Civil Service Commission, Department of Labor Relations, Division of Administrative Law Appeals, Appellate Tax Board, etc.)
- Draft and respond to litigation pleadings and discovery;
- Prepare witnesses for litigation.
- Negotiate, draft and review contracts.
- Negotiate settlements through mediation and direct discussions.
- Presents before City Council, committees, boards and commissions, sometimes during weekday evening hours.
- Prosecute violations before Licensing Commission.
- Draft ordinances and home rule petitions.
- Research complex legal issues and advises on dynamic legal strategies that achieve the City's goals and minimize legal exposure.
- Develop creative and innovative resolutions to legal challenges.
- Advise elected officials, department heads and employees on general matters such as state ethics laws, the open meeting laws, public records laws,

public sector procurement matters, specific departmental or interest areas, municipal finance, etc.

- Draft legal documents.
- Work collaboratively with fellow City attorneys and outside counsel.
- Perform duties related to the City Charter and Ordinances.
- Ensure compliance with the Board of Bar Overseer rules, regulations and ordinances.
- Supervise administrative and paralegal staff, as well as law student interns, and act on behalf of the City Solicitor as needed.
- Reasonable availability by phone and email during off-hours to advise and consult elected officials, department heads and employees, as necessary.
- Effective, appropriate and dynamic interpersonal communication in a diverse environment. Ability to maintain high level of confidentiality in all aspects of job performance.

### **Education and Experience:**

A Bachelor's Degree and a Juris Doctorate (JD) degree from accredited institutions, with four (4) or more years related work experience.

### **Special Requirements:**

Admitted to Massachusetts Bar in good standing; Admitted to United States District Court Bar in good standing; Driver's License. Reasonable availability by phone and email during off-hours.

### **Knowledge, Abilities and Skill:**

**Knowledge:** Experience in municipal legal practice, including but not limited to public sector labor law, civil service law, state ethics law, public records law; comprehensive understanding of the Board of Bar Overseers rules, regulations and guidelines, city charter, ordinances, state and federal laws.

**Abilities:** Ability to present a case, examine and cross-examine witnesses and argue effectively; ability to research and analyze legal issues and apply

them effectively on a practical level; ability to draft legal documents; ability to review a wide variety of circumstances, conduct investigations and make reports on same. Ability to communicate effectively with elected and appointed officials, city employees and department heads. Ability to resolve legal issues in a practical, creative manner.

**Skill:** Excellent organizational skills; excellent skills in the use of computers and office software including word processing, email, research data bases and spreadsheet applications. Excellent independent legal research skills. Excellent written and interpersonal communication skills.

**Work Environment:**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to respond to time-sensitive questions and attend evening meetings.

**Physical and Mental 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.

**Physical Skills:**

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.)

**Motor Skills:**

Duties are largely mental rather than physical, but the job may occasionally

require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Skills:**

Visual demands include constantly reading documents for general understanding and for analytical purposes.

**Hours:** Full-Time

**Salary:** \$108,243.22 annually + plus benefits