

Help Wanted: City of New Bedford hiring Counsel II

CITY OF NEW BEDFORD

COUNSEL II \$57,066 – \$69,609

SOLICITOR'S OFFICE

Assists the City Solicitor and First Assistant City Solicitor in providing sound legal advice to City officials; renders legal opinions; negotiates, drafts and reviews legal documents; performs legal research for all City departments, boards and offices; represents the City in court and administrative proceedings; and performs other legal work as assigned.

Provides legal advice on a daily basis to City officials and employees. Serves as principal attorney for assigned City departments, boards and commissions. Researches, drafts, negotiates and reviews a range of legal documents including, but not limited to, contracts, memoranda, opinions, briefs, orders, ordinances, policies, contract orders, licenses, guarantees, indemnities, bids, deeds, easements, subordinations, requests for proposals, bonds and procurement forms and documents. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel.

Conducts factual investigations and develops legal recommendations based on information obtained in investigations. Attends and represents the City at public meetings, often at night, including, but not limited to, meetings of the City Council and City boards and commissions. Occasionally supervises temporary interns and staff. Performs other legal work and duties as assigned and required.

Must possess a Juris Doctorate degree from an accredited law school with at least 5 years of relevant legal, litigation, or municipal law work experience. Possession of a license to practice law in the Courts of the Commonwealth of Massachusetts. Member of the Massachusetts State Bar. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit www.newbedford-ma.gov or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement.** EEO