

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Human Resources Dept., Room 204
HR: 781-475-5640

POSITION: **Assistant City Solicitor**

DEPARTMENT: Law Department

HOURS OF WORK: Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM;
Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.

SALARY:¹ **\$1,312.57 - \$1,533.96 weekly (Non-Union FLSA Exempt)**

BASIC FUNCTION:

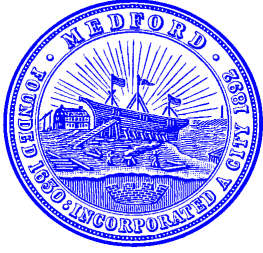
The Assistant City Solicitor supports the City Solicitor is providing legal services to the City of Medford, including the Mayor, City Council, City departments, and boards and commissions. The position is responsible for legislative counseling, legal research, reviewing and responding to public records requests, contract review, and working closely with a diverse group of municipal officials in all manner of municipal legal matters.

SUPERVISION: Reports to the City Solicitor.

RESPONSIBILITIES:

- Conducts legal research and drafts opinions on numerous legal and policy issues for the Mayor, City Council, City departments, and boards and commissions.
- Develops creative and innovative resolutions to legal challenges.
- Drafts City ordinances, home rule petitions, and various other legal documents.
- Negotiates, drafts, and reviews contracts.
- Appears before City Council and boards and commissions, sometimes during weekday evening hours.
- Advises elected officials, department heads, and employees on general matters such as state ethics laws, open meeting laws, public records laws, public sector procurement matters, specific departmental or interest areas, and municipal finance.
- Represents the City in litigation.
- Manages the resolution of tort claims against the city and seeks collection of claims on behalf of the City.

¹ Salary is governed by ordinance restricting offers that exceed posted range.



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- Works collaboratively with the City Solicitor and outside counsel.
- Acts on behalf of the City Solicitor as needed.
- Supervises law student interns.
- Performs other duties requested by the City Solicitor or as required by local ordinance and state statute.

NATURE AND PURPOSE OF RELATIONSHIPS:

The employee has constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the municipality.

CONFIDENTIALITY:

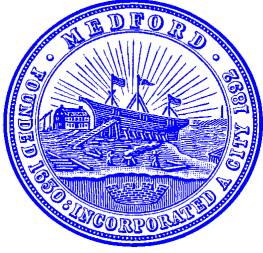
The employee has access to any and all confidential information on a municipal-wide basis including official personnel files, collective bargaining negotiations, law suits, criminal records/investigations, client records, department records as well as medical and psychological records of employees and litigants and conversations with clients in accordance with the Board of Bar Overseers regulations.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge: Working knowledge of local, state, and federal legal laws and court cases relevant to serving the needs of an urban municipality. Working knowledge of municipal organizational structure and services. Working knowledge of legislative processes.

Abilities: 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. Ability to maintain high level of confidentiality in all aspects of job performance.

Skill: Excellent organizational skills. Excellent skills in the use of computers and office software including word processing, email, research databases, and spreadsheet applications. Excellent independent legal research skills. Excellent written and verbal communications skills. Effective, appropriate, and dynamic interpersonal communication in a diverse environment.



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EDUCATION:

A Bachelor's Degree and a Juris Doctorate (JD) degree from accredited institutions, with two (2) or more years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

SPECIAL REQUIREMENTS:

A member in good standing with the State Bar of Massachusetts. Admission in the U.S. District Court for the District of Massachusetts. U.S. First Circuit Court of Appeals is desired but not required.

PHYSICAL REQUIREMENT:

While performing the duties of this position, an employee is regularly required to sit, talk or hear, in person and by telephone, use hands to finger, handle, feel or operate standard office equipment, (such as calculators, copiers, typewriters, fax and personal computers) and reach with hands and arms.

WORK ENVIRONMENT:

Standard indoor office environment. The noise level in the work environment is usually low to moderate.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.