

City of New Bedford, MA

Job Description

Job Title: Counsel II

Pay Grade: M-9

Pay Range: \$57,066 - \$69,609

JOB SUMMARY

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- 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.

The duties listed above are intended only as illustrations of the various types 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 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 change.

MINIMUM QUALIFICATIONS

Education and Experience

- A Juris Doctorate degree from an accredited law school
- At least 3-5 years of relevant legal, litigation, or municipal law work experience

Licensing/Certification

- License to practice law in the Courts of the Commonwealth of Massachusetts

OTHER JOB REQUIREMENTS

- Member of the Massachusetts State Bar

SPECIAL REQUIREMENTS

- Criminal Offender Record Investigation (CORI) background check mandatory.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

This position receives general supervision from the City Solicitor or his or her Designee. Supervisor reviews work to the extent necessary or appropriate for soundness of approach or argument, application or legal principles and consistency with applicable policies or ordinances.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally *sedentary*. Employees sit most of the time, but may walk or stand for brief periods. Employees may exert up to 10 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects.

The City of New Bedford, MA is an Equal Opportunity Employer.