

City of Brockton

Job Posting

Position: City Solicitor
Location: Law Department
Date opened: January 27, 2020
Date closed: Open until filled
Position Type: Full Time/Benefited/Non-Union
Salary: \$131,733 - \$145,565 (5-step position, step increase received annually)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The City Solicitor is the chief administrator of the City's Law department and is charged with the responsibility of overseeing the provision of legal services to the Mayor, City Council, all City departments, boards and commissions. ‘

- Conducts legal research and drafts opinions on numerous legal and policy issues for the Mayor, City Council, all City departments, boards and commissions.
- Manages the legal work of all in-house and contracted employees, and facilitates the work of paralegal, and other department staff.
- Maintains an active litigation case load from intake to conclusion before state and Federal courts and administrative agencies.
- Reviews, negotiates and signs off on all City contracts for goods and services.
- Oversees the negotiation of all labor contracts for the City with all labor unions.
- Manages the resolution of tort claims against the City and seeks collection on claims on behalf of the City.
- Drafts state legislation, Home Rule Petitions and City ordinances, rules and regulations.
- Appears before all City boards and commissions.
- Interacts with City department heads to manage City projects.
- Prepares and oversees the administration of the department's annual operating budget.
- Serves as the City's official Keeper of Record for all documents in the Law Department.
- Performs a variety of related duties.

SUPERVISION:

Under the direct supervision of the Mayor.

EDUCATION AND EXPERIENCE:

Juris Doctor degree with more than ten (10) years prior work experience preferably in a municipal law practice at a partner level; 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:

“City of Champions”

BROCKTON CITY HALL ■ 45 SCHOOL STREET ■ BROCKTON, MASSACHUSETTS 02301

TEL: (508) 580-7820

FAX: (508) 580-7133

personnel@cobma.us

City of Brockton

Job Posting

Admission to the State Bar of Massachusetts.

Admission in the U.S. District, Court of Appeals and the Supreme Court desired.

ADDITIONAL REQUIREMENTS:

Valid Massachusetts Drivers' License and a reliable vehicle. Must successfully complete and pass a Massachusetts Criminal Offender Record Information (CORI) check.

APPLICATION INSTRUCTIONS:

Please apply online by submitting your cover letter, resume, and a writing sample.

To apply for the position visit: <https://brockton.ma.us/city-departments/human-resources/job-postings/>

First preference will be given to applicants who apply before February 10, 2020.

City of Brockton residency required or shall, within one (1) year of employment establish residency within the City.

City of Brockton is an Affirmative Action/Equal Opportunity Employer

“City of Champions”

BROCKTON CITY HALL ■ 45 SCHOOL STREET ■ BROCKTON, MASSACHUSETTS 02301

TEL: (508) 580-7820

FAX: (508) 580-7133

personnel@cobma.us