



**JOB POSTING – March 22, 2024
DEADLINE- Until Filled**

Job Title: Associate City Solicitor- Part-Time

Department: Solicitor's Office

Reports to: City Solicitor

Job Summary:

In accordance with Section 2-158 of the City of Holyoke Code of Ordinances, serves as legal counsel for the City. Performs administrative, technical, and professional work in conducting lawsuits, preparing legal documents, and advising city officials on legal rights, obligations, practices, and other phases of applicable local, state, and federal law

Supervisory Responsibilities: None

Supervision:

- Performs highly responsible functions of a complex and technical nature requiring professional judgment and initiative.
- Works under the supervision of the Assistant Solicitors and the policy guidance of the City Solicitor.
- Works independently without daily supervision on responsibilities.

Duties/Responsibilities:

- Assists the Solicitor and Assistant Solicitors with litigation matters, employment law, collective bargaining, and matters referred to the Law Department by the City Council
- Researches and prepares documents for acquisition and disposition of property
- Researches titles and ownership of properties in the Registry of Deeds
- Drafts and reviews contracts, agreements, legal forms and advises on procurement procedures
- Investigates and responds to records requests, claims, and demands made upon the City
- Conducts general legal research and provides legal advice or opinions to city officials, employees, boards and commissions and possesses capacity to communicate such advice whether in formal memorandums of law or 'plain- language' legal writing
- Reviews policies and procedures of city departments for legal compliance
- Assists in projects and initiatives
- The essential functions or 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.

Required Skills/Abilities:

- Considerable knowledge of local, state, and federal laws, regulations, and procedures relating to the duties of an Associate City Solicitor and of the organization, operations, and procedures of local government and administrative law.
- Requires some knowledge of policies and practices of municipal law and public administration and the ability to prepare and analyze legal documents, communicate effectively in writing and orally in both a professional and practical manner, and facilitate effective working relationships between municipal departments, city officials and judicial agencies
- Must possess proficient skills in the use of computer applications to include MS Office, Municode, and Lexis.

Experience required:

- Two years of professional experience including one year working as an attorney for a municipality or government agency, in litigation, or as in-house counsel, or equivalent combination of education and experience, is preferred.
- Five years of litigation experience preferred.

Education, certification, licensure, or other similar requirements:

- Juris Doctorate from accredited law school; must be a licensed attorney in Massachusetts and a member in good standing of the State Bar.

Job Environment:

- Work is performed under typical office conditions
- May be required to work outside normal working hours
- Operates computer, telephone, and other standard office equipment
- Makes frequent contact with attorneys, the Mayor and other elected officials, city employees, and others performing work for the city in person, in writing or by telephone
- Has access to confidential material related to various legal cases.
- Errors could result in delay of service, and legal and/or financial repercussions.

Physical Requirements:

- Regularly required to sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects.
- Ability to view computer screens and work with details for extended periods.
- Must be able to communicate written and verbal.

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fair Labor Standards Act (FLSA) status: Exempt

Employment status & Hours: Part-time (20 hrs) employment

Salary/Pay rate: \$40,000 annually; paid biweekly (Ordinance)

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.

Employee Benefits: Health, Dental, Life Insurance, Optional Vision and Flexible Spending Account (FSA)

How to Apply: Please send resume and cover letter to Personnel@holyoke.org