



**JOB POSTING – March 12, 2021
DEADLINE- Open Until Filled
Full-Time Assistant City Solicitor
City of Holyoke Law Department**

Position Summary: In capacity as legal counsel for the City of Holyoke, performs professional, administrative, and supervisory work in accordance with Section 2-156 of the City of Holyoke Code of Ordinances.

Essential Functions: The City of Holyoke is seeking a full-time Assistant City Solicitor. The Assistant City Solicitor reports to the City Solicitor, and is responsible for advising the Mayor, City Council, city departments, boards, and commissions; providing legal opinions and advice to the aforementioned bodies; conducting legal research; drafting and reviewing legal documents, including ordinances, regulations, contracts and agreements, memorandum of law, motions, pleadings, discovery, and other documents related to litigation; representing the city in lawsuits filed in the various state and federal courts; preparation including analysis, research, briefing, negotiating, motions, oral arguments, communications, preparing witnesses, and conducting and appearing at depositions and hearings; appearing before the City Council and the various boards and commissions of the city; and to further assist the City Solicitor and other Assistant City Solicitors in daily tasks as required.

Specific areas of responsibility, in which proposed candidates are expected to be proficient in, include: Ability to specialize in litigation and real estate matters. Researches and prepares various documents in acquisition and disposition of property by the City, the Holyoke Redevelopment Authority, and the Holyoke Economic Development Industrial Corporation. Detailed understanding of the Registry of Deeds, including researching titles and ownership of properties. This position requires extensive writing and drafting legal documents. Candidates must have demonstrated experience in drafting contracts, memorandums of understanding, memorandums of agreement, memorandums of law, and other related legal documents. *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.*

Knowledge, skill, and abilities required: This position requires considerable knowledge of local, state, and federal laws, regulations, and procedures relating to the duties of an Assistant City Solicitor and of the organization, operations, and procedures of local government. Requires some knowledge of policies and practices of municipal law and public administration. Candidates must be able to learn, understand and interpret a variety of governing state and federal law, local ordinances, and the City Charter. Candidates must be able to prepare legal opinions for various bodies and effectively communicate their findings both orally and in writing. Candidates must be able to review and draft various legal documents, including, but not limited to contracts, memorandums, and legal opinions. Candidates must be able to prioritize voluminous workload keeping in mind time constraints and deadlines.

Experience, Education, certification, or licensure required: At least three years of experience as an attorney for a municipality or government agency, in civil litigation, in-house counsel, or any equivalent combination of education and experience. Applicants must have demonstrated experience handling both litigation and real estate matters and be able to work independently to handle an active caseload. Juris Doctorate from accredited law school. Must be a licensed attorney in Massachusetts and a member in good standing of the State Bar.

Supervision: Works under the broad policy guidance of the City Solicitor. Candidates must be able to exercise independent judgment and work independently without daily supervision of responsibilities.

Job Environment: Work is performed under typical office conditions. Regularly required to work outside normal working hours, for instance, to attend evening meetings of the City Council or other various committees. Candidates are required to frequently communicate with attorneys, outside counsel, the Mayor, City Council, city employees and others. Candidates will be handling confidential and sensitive material during the course of their employment.

Fair Labor Standards Act (FLSA) Status: Exempt (salaried)

Employment Status & Hours: Regular Full Time Employment, Monday-Friday, 8:30a-4:30p, with occasional evening meetings.

Pay Rate: Starting at \$49,084 - \$57,000 per year depending on experience, potential for \$49,084 to \$68,070 (DH 22), paid biweekly.

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

Please send a letter of interest and resume by email only to:
personnel@holyoke.org

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.