



**JOB POSTING – July 9, 2021**  
**DEADLINE: FRIDAY, July 23, 2021**  
**Associate City Solicitor - Full Time - Law Department**

**Position 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.

**Essential Functions:** Assists with and/or appears and represents the City in lawsuits filed against and by the City in state and federal court and administrative bodies; 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, memorandums of law, and other legal documents to which the City is an interested party; 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; 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.*

**Knowledge, skill, abilities, and abilities required:** 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. 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, and maintain effective working relationships with employees, city officials and the court; Must possess proficient skills in the use of computer applications to include MS Office, Municode, and Lexis.

**Experience required:** At least one year of experience working as an attorney for a municipality or government agency, in civil litigation, or as in-house counsel, or any equivalent combination of education and experience.

**Experience preferred:** Demonstrated interest in blight/vacancy remediation policies, code enforcement litigation, and economic development in Massachusetts gateway cities.

**Education, certification, or licensure required:** Juris Doctorate from accredited law school; must be a licensed attorney in Massachusetts and a member in good standing of the State Bar.

**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. *Supervisory responsibility:* None.

**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 walk, stand, 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 verbally. *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Hours:** Regular Full Time (Monday through Friday, 8:30 a.m. to 4:30 p.m.) and required evening meetings

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

**Starting Pay Rate:** \$58,680.00 - \$82,135.00 year (DH 21) paid biweekly

**Employee Benefits:** Health, Dental, Life Insurance & Flexible Spending Account

**Please respond by email with a cover letter and resume to:**

**[Personnel@Holyoke.org](mailto:Personnel@Holyoke.org)**

**Attention: Personnel Administrator, City Hall Annex, 20 Korean Veterans Plaza, Room #205, Holyoke, MA 01040**

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