

# City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

## JOB APPLICATIONS WANTED

**TITLE:** Assistant City Attorney

**LOCATION:** City of Ithaca

**SALARY:** Salary commensurate with experience, within range: **\$85,966 to \$103,159; attractive benefit package**

The City Attorney's Office in Ithaca, NY (consistently rated one of the most "livable" cities in the U.S.), seeks to fill the full-time position of Assistant City Attorney, part of a dynamic legal team that advises City government in its operation and legislation. The successful candidate will have substantial experience in civil litigation or labor and employment law (grievances, arbitration, contract negotiation, etc.), with a preference for the latter. Expertise in contract, land use, environmental, real estate, and/or municipal law is desirable. Requirements: Bar admission in any U.S. jurisdiction, at least 3 years of legal practice, and within one year of hire: NYS bar admission and Tompkins County residency. Must be available for occasional evening meetings. Salary commensurate with experience, within range \$85,966 to \$103,159; attractive benefit package.

**DISTINGUISHING FEATURES OF THE CLASS:** The work of this class of employee is of a highly professional nature calling for the exercise of independent judgment in rendering legal opinions and assistance to the Mayor, to Common Council, to all City department heads, various commissions and boards. This employee, in consultation with the City Attorney, acts as legal advisor to the Board of Public Works and represents the City in all civil litigation. The Assistant City Attorney represents the People of the State of New York in certain classes of criminal actions based on violations of the Municipal Code. The Assistant City Attorney serves as an advisor to and consultant for all City staff seeking guidance in the many problems which arise in civil and municipal law affecting the operation of the City. Supervision may be exercised over the work of support staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from a New York State registered or regionally accredited law school **and** three years of experience in the practice of law with significant substantive experience representing clients.

Preference may be given to candidates with experience in civil, municipal, personnel and construction law and/or candidates with demonstrated familiarity with the legislative and administrative processes.

**SPECIAL REQUIREMENT:** A license to practice law in a recognized jurisdiction of the United States is required at the time of appointment. A license to practice law in New York State must be obtained within twelve (12) months of appointment and must be maintained for the duration of employment.

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**RESIDENCY REQUIREMENTS:** Candidates must become a Tompkins County resident within one year of appointment and remain a Tompkins County resident for the duration of employment.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application (with references)
- Copy of undergraduate and law school transcripts

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Application materials accepted until position is filled:

City of Ithaca  
Human Resources Department  
108 East Green Street  
Ithaca, NY 14850  
(607) 274-6539

Web site: <https://ithaca-portal.mycivilservice.com>

The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

Issued: January 16, 2019

