

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

JOB APPLICATIONS WANTED

TITLE: Assistant City Attorney - Half-Time - 20 hours/week

LOCATION: City of Ithaca - Attorney's Office

SALARY: Salary for half-time position, commensurate with experience, is \$46,486-\$55,784; attractive benefit package.

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

The City Attorney's Office in Ithaca, NY (consistently rated one of the most "livable" cities in the U.S.), seeks to fill a half-time Assistant City Attorney position, part of a dynamic legal team that advises City government in its operation and legislation. The successful candidate for this position will have substantial experience with contract review and transactional drafting. Expertise in FOIL, employment, environmental, and/or municipal law is additionally desirable.

POSITION DESCRIPTION: 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.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of undergraduate and law school transcripts

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

Applications will be accepted until position is filled. Please submit required application materials to:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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