

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Legal

Position: Assistant City Attorney

Job Category: PAT (Professional, Administrative, Technological)

Scheduling: 40 - 50 Hours per week

FLSA Status: Exempt (Salary)

Date of Announcement: June 27, 2017

Application Deadline: Until position is filled

Working under the supervision of the City Attorney, the individual is responsible for providing the City of Goshen with legal representation and legal counsel in all matters affecting the City of Goshen.

Essential Duties and Responsibilities:

The following duties are not to be construed as exclusive or all-inclusive.

- Provides legal advice to the Mayor, City Council, committees, commissions and staff through direct consultation and written legal opinions; may attend meetings to provide legal direction and advice.
- Prepare documents to establish or modify economic development areas.
- Prepare documents for the annexation of real estate into the City.
- Prepares and reviews ordinances, regulations, contracts and other legal documents; ensures compliance with local, state and federal laws.
- Studies, organizes, interprets and applies laws, court decisions, ordinances and other sources in advising officials of the City in legal matters.
- Advises on legal aspects associated with Human Resources, Labor Relations, Risk Management, Federal Labor Standards issues.
- Attends meetings and gives advice on legal questions that arise including advice as to alternative legal and administrative approaches to solve matters that come before the City of Goshen.
- Exercises initiative and independent judgement.
- Must have knowledge of legal principles and their application to Indiana Code, municipal ordinances and constitutional law, the organization, powers and limitations of governmental functions and officials with particular emphasis on municipalities.
- Represents City departments and agencies before the Common Council and various Boards and Commissions.
- Negotiates land acquisitions and sales including easements and rights of way and prepares documents related to such real estate transactions.
- Provide updates to developments on legislation relevant to the City.
- Prepares development agreements.
- Prepares requests for proposals and bids to buy or sell real estate and personal property.
- Participates in employee discipline hearings.
- Enforce unsafe and vacant housing ordinances.
- Performs other related duties as assigned.

Minimum Training, Education and Experience Required:

- Juris Doctorate degree from an accredited law school and license to practice law in Indiana.
- Three (3) years of experience as a practicing attorney preferred.

Minimum Physical and Mental Abilities Required:

- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching.
- Ability to sit a desk for long periods of time.
- Ability to operate a variety of office equipment.

Supervisory Responsibility:

- This job has no supervisory responsibilities.

Language Ability and Interpersonal Communication:

- Ability to read, analyze and interpret complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to make effective and persuasive presentations to public officials and public groups.
- Ability to analyze and interpret applicable codes, laws, ordinances and statutes.
- Ability to obtain information through interviews; deal fairly and courteously with the public; handle multiple assignments; and work effectively with interruption.
- Ability to work with various cultural and ethnic groups in a tactful and effective manner.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to communicate effectively with Mayor, City Attorney, Department Heads, special interest groups, City Council members, other city employees and the general public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rate of Pay:

- Grade 29 - \$70,000 Annual Salary

Work Hours:

- Monday – Friday, 8:00 a.m. – 5:00 p.m. – Generally (Some evening hours)

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free