



## **The Assistant City Solicitor**

### **City of Everett**

The Assistant City Solicitor is responsible for assisting the City Solicitor in providing the City with legal services on a full-time basis. Commence and prosecute all actions by the City before any tribunal in the Commonwealth, whether in law or equity. Appear in, defend and advocate the rights and interests of the City wherein any estate, right, privilege, ordinance or act of the City government, or any breach of any ordinance, may be brought into question. Appear before the legislature of the Commonwealth, or any committee thereof, whether of either or both branches of the same and there, in behalf of the City, to represent, answer for, defend and advocate the welfare and interests of the City wherever the same may be directly or incidentally affected, whether to prosecute or defend the same. Appear as counsel in the prosecution of criminal cases before the District Court. Draft and review approval for all bonds, deeds, obligations, contracts, leases, agreements, conveyances and other legal instruments of whatever nature. Furnish the legislative branch and any other officer of the City who may require it in the official discharge of his or her duties, when requested, with a legal opinion on any subject relating to or affecting the duties of their respective offices. Responsible for the management of all municipal legal affairs assigned by the City Solicitor and in furtherance of those duties may recommend referral of particular matters to special counsel. Also, responsible for the supervision and management of any matter in which a special counsel is required. Responsibilities require equivalency of a J.D. Must be a member of the Massachusetts Bar. A successful candidate shall have professional experience in at least two (2) of the following: Civil Trial Practice, Appellate Practice, Administrative Law, Environmental Law, Zoning and Land Use Law, Public Sector Labor Law, Workers' Compensation, Public Contract Law, Public Construction Law, Drafting Legislation and Regulations, Municipal Practice. Salary will commensurate with experience. Excellent benefits. Please send cover letter and resume to Personnel Department, City of Everett, 484 Broadway, Everett, MA 02149 or email [hr@ci.everett.ma.us](mailto:hr@ci.everett.ma.us). Application will be accepted until position is filled. The City of Everett is an Equal Opportunity Employer.

