



City of South Bend

Vacancy Announcement

Post Date: Monday, August 21, 2017

Closing Date: Until Filled

ASSISTANT CITY ATTORNEY

Category: Full Time
Department: Legal
Reports To: Corporation Counsel
Schedule: 8:00 AM-5:00 PM, Monday-Friday. Schedule is subject to change based on operational needs.
Pay Rate: \$63,000-\$73,000/year (Exempt).

Position: SUMMARY

The City of South Bend has an immediate opening for an experienced attorney to join its legal team. Excellent writing and analytical ability, sound academic credentials, good character and interpersonal skills are all essential for success in this role. Attorneys with solid experience in the areas of litigation, transactional law, employment law, and administrative law are all encouraged to apply. Trial experience is also a plus.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list represents the types of duties required by positions in the Legal Department. Other duties may be assigned as reasonably expected.

- Draft, negotiate, and review contracts and other legal documents.
- Advise City department heads on day-to-day legal matters.
- Represent the City in legal proceedings and public meetings.
- Assume direct responsibility for client work and work independently.
- Communicate clearly, professionally, and persuasively, both verbally and in writing.
- Maintain quality work product in a timely manner, even when work volume is high.
- Coordinate or participate in special projects, as assigned.
- Establish and maintain effective working relationships.
- Critical competencies include, but are not limited to, communication, critical thinking, and accountability.
- Assume additional duties and responsibilities as assigned.

QUALIFICATIONS

The requirements of this position are representative of the knowledge, skill, and/or ability required. To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. All applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, veteran status, national origin, genetic information, or sexual orientation. Reasonable accommodations will be considered in accordance with State and Federal Law.

EDUCATION AND/OR EXPERIENCE

- Juris Doctor Degree from accredited law school.
- Minimum of 3-4 years as a licensed attorney.
- Admission to practice law in the State of Indiana.

CERTIFICATES, LICENSES, REGISTRATIONS

- Indiana Bar Admission.

EQUIPMENT

Personal computer, telephone, facsimile machine and copier.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands and fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office setting, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov/jobs or at the application kiosk located at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required