

**CITY OF BLOOMINGTON
HUMAN RESOURCES DEPARTMENT
401 N MORTON STREET
BLOOMINGTON, IN 47404
812/349-3404
812/349-3446 FAX
812/349-3539 JOBLINE
HRMAIL@BLOOMINGTON.IN.GOV**

**ASSISTANT CITY ATTORNEY
LEGAL DEPARTMENT**

POSITION DESCRIPTION

Represents the City and its agencies, including the Mayor, Boards, Commissions and departments in various legal matters and proceedings, as both plaintiff and defendant. Reviews and drafts varied types of legal documents in support of City business. Drafts ordinances, resolutions, contracts, and other legal documents for action by the policy-making boards and commissions. Conducts legal research and provides advice and recommendations regarding legal matters pending with the City. Addresses citizen inquiries and complaints and refers citizens to the appropriate agency. Assistant City Attorneys handle matters in the following specialized areas of concentration and expertise: litigation, real estate, redevelopment, contracts, business matters, tax law, code enforcement, general municipal law and finance, risk management, planning and zoning, and utilities. Other duties as required.

EDUCATION

J.D. (Juris Doctorate) required.

TRAINING/SKILLS

Knowledge of and ability to apply Indiana and federal laws, regulations, and rules to various specific circumstances pertaining to the City. Ability to direct and supervise others, provide leadership for City officials, and effectively communicate with city, state, and federal representatives and general public under varied circumstances and situations.

EXPERIENCE

Minimum experience equivalent to over three years through five years. Experience in litigation preferred.

LICENSE/CERTIFICATION

Licensed attorney in the State of Indiana.

HOURS

8:00am – 5:00pm, Monday – Friday, other times as required.

SALARY RANGE

\$50,125 - \$71,400

ANYONE WISHING TO APPLY FOR THIS POSITION MAY DO SO BY FAX [\(812-349-3446\)](tel:812-349-3446), EMAIL HRMAIL@BLOOMINGTON.IN.GOV OR AT CITY HALL, HUMAN RESOURCES DEPARTMENT ([401 N MORTON STREET, SUITE 230](#)). **OPEN UNTIL FILLED.**

AN EQUAL OPPORTUNITY EMPLOYER
La Igualdad De Oportunidades De Empleo Es La Ley.

The City of Bloomington does not discriminate on the basis of race, color, sex, ancestry, marital status, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status and disability status in employment or the provision of services. The City of Bloomington validates authorization to work using eVerify. The City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's I-9 form to confirm work authorization.