



City of South Bend

Vacancy Announcement

Post Date: Wednesday, February 7, 2018

Closing Date: Until Filled

ASSISTANT CITY ATTORNEY (TRANSACTIONAL)

Category: Full Time

Department: Legal

Reports To: Corporation Counsel

Shift: 8:00 AM-5:00 PM, Monday-Friday. Hours may vary based on departmental need.

Pay Rate: \$65,000-\$80,000/yr. (Exempt)

Position: SUMMARY

This highly motivated individual will draft, negotiate, and review contracts and other business documents on behalf of the City of South Bend. He/She will ensure that documents clearly convey the intentions of the City and comply with relevant regulations and laws. Demonstrated deal experience, excellent writing and analytical ability, sound academic credentials, and good character and interpersonal skills will all be essential for success in this role.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by this position. Other duties may be assigned as reasonably expected.

- Broad-based transactional work, including counseling internal clients of structuring of deals and negotiations.
- Research, draft, review, and revise contracts and other legal agreements.
- Coordinate or participate in special projects, as assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NON-ESSENTIAL/MARGINAL FUNCTIONS

- Performs other duties and assumes other responsibilities as apparent or as delegated

EDUCATION / QUALIFICATIONS

- Juris Doctor Degree from accredited law school.
- Minimum of 3-4 years of transactional law experience.
- Admission to practice law in the state of Indiana.

CERTIFICATES, LICENSES, REGISTRATIONS

- Indiana Bar Admission

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Demonstrated deal experience.
- Ability to draft/negotiate/review contracts.
- Ability to assume direct responsibility for client work and work independently.
- Excellent writing and analytical ability.
- Good character and interpersonal skills.
- Working knowledge of deal structure in the private/public sector, including a keen understanding of TIF funding and tax abatement is preferred.
- Ability to communicate clearly, and professionally.
- Ability to maintain quality work product and professionalism, even when work volume is high.
- Ability to work in a collaborative team environment, but with the ability to work independently.
- Critical competencies include, but are not limited to, communication, critical thinking, accountability and quality.

EQUIPMENT

- Computer, telephone, fax 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 required to use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

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

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The City of South Bend is an at will employer.

TO APPLY

PLEASE SUBMIT A WRITING SAMPLE AND RESUME IN PDF FORMAT IN ORDER TO BE CONSIDERED FOR THIS ASSISTANT CITY ATTORNEY OPENING.

All applications for currently posted positions can be submitted online at www.southbendin.gov/jobs or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

REQUIRED:

Pre-Employment Drug Screen