



City of South Bend

Vacancy Announcement

CORPORATION COUNSEL

Category: Full Time

Department: Legal

Reports To: Building Commissioner

Schedule: Monday-Friday, 8 am-5 pm. Evening and weekend hours may be necessary, and schedule is subject to vary based on departmental need.

Pay Rate: \$120,000-\$130,000/yr. (Exempt)

Position: SUMMARY

The Corporation Counsel represents and serves as chief legal counsel to the Mayor. S/he supervises all legal counsel, staff and outside (contract) attorneys, research and court advocacy on behalf of the City of South Bend and its administration.

SUPERVISION EXERCISED

Supervises all legal counsel, staff and outside (contract) attorneys, research and court advocacy on behalf of the City of South Bend and its administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Corporation Counsel will demonstrate an ability to formulate creative approaches to help solve long-standing municipal problems. The position will serve as an essential part of the Mayor's policy and strategy team, as well as a partner in communicating the Mayor's priorities and initiatives the city government.
- High level of professionalism inside and outside the office.
- Ability to operate at a fast operational tempo and take initiative.
- Flexibility around habits and roles in order to get the job done, willingness to adapt to internal and external feedback.
- Sense of pride and ownership in work.
- Working with diverse staff and personnel that reflect the City of South Bend.
- Ability to form a strong relationship with the Common Council.
- Capacity to drive and support mayoral projects and initiatives.
- Communication with citizens, press, business, and outside organizations.
- Manages the legal affairs of the City, including the prosecution of violators of the City Ordinances.
- Attends meetings, in and outside of the regularly scheduled work day at various locations inside and outside the City limits.
- Provides legal advice to officers, departments, boards, commissions, and other agencies of the City.
- Supervises all Deputy City Attorneys, Assistant City Attorneys and outside Counsel.
- Commences all proceedings necessary or advisable for the protection or enforcement of the rights of the City of the public and for the collection of all costs and fees payable to the City.
- Supervises the day-to-day operations of the office.
- Supervises the formulation of ordinances for presentation to and passage by the Common Council.
- Supervises the drafting of formal legal opinions for the Mayor and the handling of legal correspondence for all City departments and officials

- Advocates on behalf of the City in all City matters, including court appearances and drafting legal documents and pleadings.
- May represent the City in an advisory capacity at various public events.
- Attends various functions on behalf of the City.
- Prepares and gives speeches and presentations, including media events.
- Serves at the pleasure of the Mayor.

NON-ESSENTIAL JOB FUNCTIONS

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

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.

EDUCATION AND/OR EXPERIENCE

- Juris Doctor Degree from an accredited college of law and admission to practice law in the State of Indiana (or commitment to be admitted early in his/her tenure).

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of federal, state, and local laws affecting local government's rights and obligations.
- Knowledge of laws relating to public sector labor relations.
- Ability to supervise the research and documentation of legal questions by other attorneys.
- Ability to scrutinize and to speak for the City regarding legal matters and to anticipate objections.
- Ability to effectively represent the City in court.
- Ability to give informed counsel to City administrators and subordinate attorneys.

CERTIFICATES, LICENSES, REGISTRATIONS

- Indiana Bar Admission.
- Valid Driver's License.

EQUIPMENT

Computer, telephone, Dictaphone, facsimile machine, copier, scanner.

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 his/her fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting 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.

TO APPLY

All applications for currently posted positions can be submitted online at <https://southbend.in.gov/employment> or at the application locations: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or Charles Black Recreation Center (3419 W. Washington St.).

Pre-Employment Drug Screen Required