

CITY OF WATERBURY



CURRENTLY ACCEPTING APPLICATIONS FOR:

STAFF ATTORNEY

Location: Corporation Counsel Dept.

GENERAL STATEMENT OF DUTIES:

Provides legal assistance under the direction of the Corporation Counsel in the performance of professional duties as legal advisor and counsel to the Mayor, Board of Aldermen, Board of Finance and all other departments, boards, commissions or agencies of the City on matters affecting the interests of the City; does related legal work as required.

EXAMPLES OF WORK: (Illustrative only)

Provides assistance to the Corporation Counsel and Assistant Corporation Counsel in his duties as a legal advisor; Supervises and coordinates the preparation and filing of all pleadings and participates in the actual trial of cases and appellate procedures and dispositions incident thereto; Said work further involves both State and Federal Court and State and Federal Administrative Agencies; Assists in investigating laws, court decisions and other legal authority in rendering oral and written opinions to the boards, city departments, employees and officials concerning points of law affecting their official powers, duties and rights and the construction of various legal documents; Attends by assignment meetings of boards, commissions and committees; Personally handles by assignment important and difficult cases at all levels of local, state and federal authority; Reviews and passes on the legality or sufficiency of contracts and leases; Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Considerable knowledge of the legal practice and procedures in Connecticut and federal courts and administrative agencies; considerable knowledge of common, statutory and local laws and ordinances, established precedents and the source of legal reference; considerable knowledge of the principles, practices, methods and procedures of legal research and investigation; considerable knowledge of municipal laws and municipal functions and departments; considerable knowledge of settlement value of negligence claims; considerable skill in judicial procedures and rules of evidence; institutes, delegates and supervises the investigation of all elements vital to the preparation and presentation of all legal matters affecting the City, including supervision of office personnel and all others participating in the presentation of the issues before a tribunal including witnesses and the preparation of documentary and other evidence; ability to establish and maintain effective working relationships with officials and employees of the jurisdiction, court officials and with the general public.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five (5) years' experience as a practicing attorney, two (2) years demonstrated experience in representing the interests of a municipality, one (1) year trial experience before Connecticut Courts and administrative agencies of the State of Connecticut.

ADDITIONAL REQUIREMENTS: Juris Doctorate from an accredited law school, member in good standing of the Connecticut Bar, admitted to practice in the Courts of the State of Connecticut and if not already admitted to practice in United States District Court of Connecticut, eligibility for such admission.

HOW TO APPLY:

Applications may be obtained at the Civil Service Office, Chase Municipal Bldg,
236 Grand St., Rm 202 Waterbury, CT 06702 8:50am – 4:50pm

Or

visit our website at www.waterburyct.org to download an application.