

## **CITY OF FALL RIVER**

### **JOB POSTING**

**The City of Fall River Office of Corporation Counsel has the following vacancy:**

**Date:** March 24, 2021  
**Title:** Assistant Corporation Counsel  
**Salary:** \$65,000 annually (per contract)  
**Hours:** Monday through Friday 9:00am to 5:00pm

Please submit your letter of interest and resume to Madeline Coelho, Human Resources Director, One Government Center, Fall River, MA 02722 **By: March 31, 2021** or e-mail to [mcoelho@fallriverma.org](mailto:mcoelho@fallriverma.org)

The mission of the Office of the Corporation Counsel is to meet the diverse legal needs of the City of Fall River by effectively representing the City in all legal proceedings while maintaining the highest standards of professionalism and ethics.

#### **General Duties and Responsibilities:**

The Assistant Corporation Counsel will assist the Corporation Counsel in meeting the diverse legal needs of the City of Fall River. General duties and responsibilities will include, but are not limited to, the following:

- Participate in all stages of the litigation process, such as preparing and filing pleadings, conducting discovery, drafting motions, and attendance at court proceedings.
- Provide sound legal advice to the Mayor, department managers, city boards, committees, the legislative body, and individual employees of the City.
- Review and compose contracts and memoranda of understanding.
- Perform title searches.
- Obtain administrative inspection warrants and represent the City during code compliance site inspections.
- Represent the City in various state administrative proceedings.
- Assist the legislative body with the drafting of ordinances.
- Attend legislative and administrative committee meetings and render legal advice during said meetings; and
- Perform other tasks and duties as assigned by the Corporation Counsel.

#### **Qualifications:**

The Assistant Corporation Counsel shall possess a juris doctorate degree and be an attorney in good standing before the bar of the state and federal courts of the Commonwealth of Massachusetts. Outstanding research and writing skills are required for this position, as well as strong oral advocacy. One must command excellent legal acumen to perform the essential functions of the position. Preference will be given to an applicant with at least two (2) years of legal experience. EOE