



TOWN OF MANCHESTER



POSITION AVAILABLE

ADMINISTRATIVE STAFF ATTORNEY

\$120,000 - \$130,000

CLOSING DATE: Friday, December 20, 2024

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: The Administrative Staff Attorney shall work under the general and administrative direction of the Town Attorney. Work performed shall be subject to the technical and legal review of the Town Attorney. The position shall be filled in accordance with the provisions of Section 2-13(b) of the Town Charter.

DESIRABLE KNOWLEDGE AND SKILLS: Thorough knowledge of the state legal system and its procedure requirements. Knowledge of the relevant laws of the State of Connecticut and ordinances and regulations of the Town of Manchester. General knowledge of municipal law and interrelationships among municipalities and state and federal governments. Ability to make well-reasoned, persuasive legal arguments, orally and in writing. Ability to analyze laws, regulations, proposed changes, contracts, and legal issues to determine their legal impact on the Town.

MINIMUM TRAINING AND EXPERIENCE: Considerable experience in the practice of law, including litigation to judgment, municipal law, and employment/labor law experience in federal and state courts and administrative agencies. Tax assessment appeal litigation.

Admission to and member in good standing of the United States District Court of Connecticut, and State of Connecticut: experience in the active practice of law in Connecticut for a minimum of three (3) years, preferably five (5) years' experience overall legal practice.

Graduation from an accredited law school required. At least three (3) years of litigation experience required; assessment appeals; real property closing; and employment/labor law experience a plus. Admission to Connecticut Bar and Federal Bar required. Litigation experience desirable. Admission to practice law in Connecticut required.

ADDITIONAL INFORMATION:

Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, December 20, 2024, or must be postmarked by Friday, December 20, 2024. <https://www.manchesterct.gov/Employment-Opportunities> **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled. *The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*

TOWN OF MANCHESTER
POSITION GUIDE

Title: Administrative Staff Attorney
Department: Town Attorney's Office
Reports To: Town Attorney

NATURE OF WORK

The Administrative Staff Attorney shall work under the general and administrative direction of the Town Attorney. Work performed shall be subject to the technical and legal review of the Town Attorney. The position shall be filled in accordance with the provisions of Section 2-13(b) of the Town Charter.

ESSENTIAL JOB FUNCTIONS

Prepares advice and opinions for the Town in matters requiring interpretation of State, Federal and Local Laws, Town Charter, statutes and ordinances, administrative regulations, contracts or other legal instruments as they apply to the Town and its various officials and departments.

Reviews and drafts documents such as deeds, leases, easements, regulations, contracts, and other such documents which shall be subject to the final approval of the Town Attorney.

Prepares briefs, pleadings, and performs related legal research in developing position of Town in litigation, State or Federal administrative hearings, and regulatory proceedings

Performs title searches and searches at the Secretary of The State's Office as required by the Town.

Litigation of tax assessments appeals to stipulation or trial.

Reviews requests for assistance to Town officials, Boards, Commissions or Committees. Attends Board and Commission meetings as necessary and provides legal advice.

Research questions of law or administrative regulations. Prepares informational materials regarding Town regulatory policies and procedures.

Negotiates settlements and other contracts and legal relationships that affect the Town's interest.

Confers with municipal officials and administrative officers on legal issues; prepares written legal opinions, and renders legal advice as needed.

Prepares opinions and / or oral advice as needed.

Advises on litigation to protect the interests of the Town. Prepares narrative reports for the Town Manager and/or the Town Attorney on such legal issues as they deem necessary.

OTHER JOB FUNCTIONS

Confers with town officials, employees, attorneys, state or federal employees and members of the public in pursuing town interests.

Assists external special counsel and staff of the Town Attorney's office as needed, to assure interests of the town; prepares or reviews town contracts, ordinance or regulation proposals, and other documents as directed by the Town Attorney.

Attends Board and Commission meetings as necessary, including night meetings.

Prepares informational materials regarding town regulatory policies and procedures.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the state legal system and its procedure requirements.

Knowledge of the relevant laws of the State of Connecticut and ordinances and regulations of the Town of Manchester. General knowledge of municipal law and interrelationships among municipalities and state and federal governments.

Ability to make well-reasoned, persuasive legal arguments, orally and in writing. Ability to analyze laws, regulations, proposed changes, contracts, and legal issues to determine their legal impact on the town.

Ability to deal effectively with others. Ability to supervise subordinates and colleagues. Ability to meet and deal tactfully and effectively with public officials, employees and the general public. Ability to assign, train and supervise a small office staff.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile, able to push/pull/lift objects of less than 20 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills or using a calculator.

Must be able to see objects closely, as in typing a report; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

Ability to get along with co-workers, supervisors, customers and the public at large.

May be exposed to dust, electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Considerable experience in the practice of law, including litigation to judgment, municipal law, and employment/labor law experience in federal and state courts and administrative agencies. Tax assessment appeal litigation.

Admission to and member in good standing of the United States District Court of Connecticut, and State of

Connecticut: experience in the active practice of law in Connecticut for a minimum of three (3) years, preferably five (5) years' experience overall legal practice.

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THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.