

City of Meriden, Connecticut

Department of Human Resources

Katherine M Zygmunt
Director of Human Resources



CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450
TELEPHONE (203) 630-4037
FAX (203) 630-5882

Associate City Attorney City of Meriden Law Department

Associate City Attorney Responsible for the performance of a wide variety of legal duties in connection with the operation of the municipal government. At least three (3) years of litigation experience required; assessment appeals, real property closings, and employment/labor law experience a plus. Admission to Connecticut Bar and Federal Bar required. Start date is immediate.

Excellent benefit package and 401(a) pension plan.

Salary: \$115,000.00 - \$125,000.00

Please submit resume, employment application and two writing samples to:

Human Resources Department, City Hall 142 East Main Street, Meriden, CT 06450

Or by email to humanresources@meridenct.gov

Position open until filled.

E.O.E.

Associate City Attorney

Nature of Work:

This is a professional position involving work as assistant counsel and legal representative of the City of Meriden.

Work involves acting as the legal representative for all municipal legislative and administrative officials and departments and responsibility for the performance of a wide variety of legal duties in connection with the operation of municipal government. The position involves litigation.

Work is performed with technical independence, subject to general supervision by the City Attorney. Reports to City Attorney.

Example of Work:

Litigation of tax assessments appeals to stipulation or trial.

Supervises investigations and makes recommendations involving claims and complaints by or against the City. Represents the City in Federal and State courts as well as administrative agencies and tribunals.

Assists in the preparation of ordinances, resolutions, and other legal documents and officially reviews documents prepared by others.

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

Negotiates settlements and other contracts and legal relationships affecting the City's interests subject to the approval of the City Attorney.

Attends council and committee meetings, rendering legal advice, as requested.

Works closely with the Director of Human Resources, City Attorney, and outside counsel on labor-related grievances, employee complaints, litigation; research; provides labor and related advice and counsel to elected and administrative officials. May participate as a member of the management team during negotiations.

Performs related work as required.

Associate City Attorney

Desirable Knowledge, Abilities, and Skills:

Thorough general legal knowledge.

Thorough knowledge of the laws and ordinances governing municipal corporations, organizations, and services.

Thorough knowledge of the principles and practices of legal research and investigation.

Thorough knowledge of effective techniques in the presentation of cases to courts and administrative agencies.

Thorough knowledge of judicial procedures and the rules of evidence.

Ability to establish and maintain effective working relationships with colleagues, associates, municipal officials and officers, court officials, and the public.

Ability to formulate, compose, and present complex legal opinions on various aspects of the municipal operations.

Desirable 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 at minimum of three (3) years, preferably 5 years experience overall legal practice.