



CITY OF STAMFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The City of Stamford is an equal opportunity/affirmative action employer

and strongly encourages the applications of women, minorities and persons with disabilities

ASSISTANT CORPORATION COUNSEL

Salary Range: \$97,443 - \$131,307

POSITION: Under the general direction of the Corporation Counsel, and the Deputy Corporation Counsel, advises City officials, agencies, boards, commissions and employees on a variety of legal matters and represents their interests in court and before other tribunals; does related work as assigned/required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Performs all phases of legal work including, but not limited to, administrative proceedings and appeals, condemnation actions, negligence claims and other miscellaneous litigation. Performs legal research for use in: court and administrative proceedings, opinions, drafting or ordinances, and otherwise as needed. Defends the City's legal interests in court and before administrative bodies. Renders advice and opinions to department heads, boards and other duly constituted bodies of the City. Prepares and reviews City contracts. Drafts City resolutions and ordinances. Represents the City in informal negotiations and quasi-formal proceedings such as mediation and arbitration, in efforts to resolve disputes in a non-judicial manner. Performs other related functions as assigned or required.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from an accredited law school; admission to the Bar of the State of Connecticut and membership in good standing of the Bar of the State of Connecticut; three (3) years of full-time experience in the practice of law; and, if not already admitted to practice before the United States District Court for the District of Connecticut, eligibility for such admission.

APPLICATION PROCESS: Interested candidates should submit a resume and cover letter no later than **Friday, February 1, 2013** to the City of Stamford, Human Resources Division, 9th Floor, and 888 Washington Boulevard, Stamford, Connecticut. **Please note:** Applicants who do not meet the stated position requirements will not be considered. Priority will be given to resumes received before the deadline.

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 Division.

Re-issued: 1-11-2013

EMPLOYEE BENEFITS:

- Health plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained and submitted to:

DEPARTMENT OF HUMAN RESOURCES
City of Stamford
888 WASHINGTON BOULEVARD
STAMFORD, CT 06904
TELEPHONE (203)977-4070
www.cityofstamford.org

CHANGE OF ADDRESS

It is your responsibility to notify the Department of Human Resources of any change of Address on your application