

City of Greenwood – Corporation Counsel

Job Title:	Corporation Counsel	Job Category:	Exempt
Department/Group:	Legal	Job Code:	
Location:	300 S. Madison Avenue	Travel Required:	Yes
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Supervisor:	Mayor
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provide excellent legal representation and counsel to the City’s elected officials, departments, boards, and commissions covering a wide range of legal topics and serve as the highest ranking legal officer of the City per Indiana statute.		

Duties and Responsibilities:

- Manage the legal affairs of the City.
- Provide legal counsel to officers, departments, boards, commissions, and other City agencies.
- Draft ordinances or other legal papers for the City.
- Serve as head of Legal Department and supervise and train Legal Department staff.
- Maintain custody of records of Legal Department and insure proper preservation.
- Develop and manage Legal Department budget.
- Serve as the City’s Title VI coordinator with respect to non-discrimination policies, training and investigations of complaints.
- Lead litigation and contract negotiations, including drafting economic development project agreements and tax incentive packages.
- Promptly commence all proceedings necessary or advisable for the protection or enforcement of the rights of the City or the public, including the enforcement of all ordinances.
- Attend after hours meetings to provide counsel at various board and commission meetings.
- Review and draft City contracts and professional service agreements.
- Research pertinent legal issues and draft memorandums summarizing findings.
- Provide risk management advice and strategies to City Departments, boards, and commissions.
- Assist in managing the City’s insurance property and liability insurance program and oversee the responses to all tort claims.
- Offer guidance and leadership on personnel issues and employee benefit matters.
- Manage capital project meetings and legal compliance for public works projects.
- Serve as local counsel for bond issuances and lease lines of credit and assist with post-bond issuance compliance.
- Provide leadership to City committees and subcommittees on legal issues.
- Partner closely with Department Heads and City executive on issues of legal policy and procedures.
- Attend various meetings and public events responding to public inquiries and interpreting and explaining issues of municipal law to City employees and members of the general public on an as need basis and serve as spokesperson for the Legal Department.

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- Maintain current knowledge of municipal law and related subject areas by attending periodic training seminars.
- Engage in regular public speaking at meetings and events.
- Strict adherence to confidentiality and highest ethical standards.
- Possession of valid driver’s license and ability to travel to and from court and off-site meetings.

Job Requirements:

- **Education:** Juris doctorate degree plus admission to the Indiana State bar.
- **Experience:** Prior legal experience in both litigation and transactional work required (3-5 years minimum, 5+ years preferred).
- **Residency:** Per Indiana statute, must be a resident of Johnson County, Indiana.
- **Skills and Abilities:** Strong written and oral communication skills; excellent research ability; public speaking ability; team player; ability to exercise independent judgment and work with without supervision, management ability.
- **Physical:** Ability to work extended and/or evening hours and occasional weekend hours. Ability to sit and operate a computer for long periods of time.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: