

City of Greenwood – Assistant City Attorney

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

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook
- Provide legal counsel and advice to City departments, boards and commissions.
- Litigate ordinance violations, enforce Zoning Code violations, supervise traffic deferral program, and manage collection actions for City utilities.
- Supervise and work closely with Department paralegal on deferrals, traffic violations, and collection actions.
- Attend after hours meetings to provide counsel at various board and commission meetings.
- Review and draft City contracts and professional service agreements.
- Review and respond to various discovery and public documents requests.
- Review and evaluate bids for City's public works projects.
- Research pertinent legal issues and draft memoranda summarizing findings.
- Assist Corporation Counsel and City Attorney on complex issues facing City.
- 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.
- Work with members of other departments to ensure City's compliance with applicable laws and regulations.
- Participate and serve on City's regular and special events committee to evaluate requests for special event permits and draft necessary legal documents.
- 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.

Job Requirements:

- **Education:** Juris doctorate degree plus admission to the Indiana State bar.
- **Experience:** Prior legal experience preferred.

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- **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 minimal supervision
- **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: