

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Assistant City Attorney - Half-Time

LOCATION: City of Ithaca - Attorney's Office

SALARY: Salary commensurate with experience, within range:
\$42,983 - \$51,579 (half-time rate), attractive benefit package

The City Attorney's Office in Ithaca, NY (consistently rated one of the most "livable" cities in the U.S.), seeks to fill the half-time position of Assistant City Attorney, part of a dynamic legal team that advises City government in its operation and legislation. The successful candidate will have substantial experience in land use law and real estate law, preferably including civil litigation of land use and/or real estate matters. This position, in consultation with the City Attorney, will advise and defend the Planning and Building staff, the Planning Board, and the Board of Zoning Appeals in myriad land use and real estate issues, arising particularly from extensive new development occurring in Ithaca. Expertise in contract, environmental, and/or municipal law is additionally desirable. Must be available for occasional evening meetings.

MINIMUM QUALIFICATIONS: Graduation from a New York State registered or regionally accredited law school **and** three years of experience in the practice of law with significant substantive experience representing clients.

Preference may be given to candidates with experience in civil, municipal, personnel and construction law and/or candidates with demonstrated familiarity with the legislative and administrative processes.

SPECIAL REQUIREMENT: A license to practice law in a recognized jurisdiction of the United States is required at the time of appointment. A license to practice law in New York State must be obtained within twelve (12) months of appointment and must be maintained for the duration of employment.

RESIDENCY REQUIREMENTS: Candidates must become a Tompkins County resident within one year of appointment and remain a Tompkins County resident for the duration of employment.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application (with references)
- Copy of undergraduate and law school transcripts

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Applications accepted until position is filled. Submit required application materials to:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539

Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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