

JOB APPLICATIONS WANTED

TITLE: Assistant City Attorney

LOCATION: City of Ithaca, NY - Attorney's Office

SALARY: Salary commensurate with experience, within range:
\$95,762 to \$114,914; attractive benefit package

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: The Ithaca City Attorney's Office seeks an attorney to join the Office as a full-time Assistant City Attorney, part of a dynamic legal team that advises and represents the City in all its operations. The successful candidate will have substantial experience in civil litigation or labor and employment law (grievances, arbitration, contract negotiation, etc.), with a preference for the latter. Expertise in contract, land use, environmental, real estate, and/or municipal law is desirable.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

MINIMUM QUALIFICATIONS: Possession of a Juris Doctor degree 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.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

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: There are no residency requirements for this position.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of undergraduate and law school transcripts

Applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Applications will be accepted until the position is filled.

Please submit required application materials to:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!