

# NOW HIRING

## Assistant City Attorney



**The City of Ithaca is now accepting applications for the position of Assistant City Attorney.**

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**Location:** City of Ithaca, NY  
**Department:** Attorney's Office  
**Classification:** Non-Competitive  
**Bargaining Unit:** Management  
**Salary:** \$106,172 - \$127,406

**Position Description:** The Ithaca City Attorney's Office seeks a municipal or land use attorney to join us as a full-time Assistant City Attorney, part of a dynamic legal team that advises and represents the City in all its operations. The position will work closely with City departments and boards to protect the City's interests with respect to the exercise of its regulatory powers and land use authority, as well as advise the City regarding real estate matters. The position will also represent the City in legal proceedings; draft and review easements, permits, licenses, deeds, and leases; advise the City regarding fines, fees, and taxation issues; draft and review contracts; and assist with the City's other legal work as needed.

A successful candidate will have substantial experience in representing clients regarding land use issues such as zoning or environmental law, familiarity with municipal permitting and code enforcement processes, and/or advising clients regarding real estate transactions and disputes. Additional experience with municipal law, eminent domain proceedings, SEQRA, tax foreclosures, general litigation, contract drafting, fulfillment of Freedom of Information Law requests, and/or employment law is desirable, but not required.

To view the complete job description, visit: [Assistant City Attorney job description](#).

### **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.

**Appointment Status and Exam Requirement:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**Residency Requirements:** There are no residency requirements for this position.

**Benefits:** Refer to the following City webpages: [Fringe Benefits](#) and [Fringe Benefits for Managerial Personnel](#).

**Supplemental Information:**

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources at (607) 274-6539 or by email to [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).
- 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.
- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274-6539 or contact us by email using [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).

**Application Materials Required:**

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

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

**Website:** <https://ithaca-portal.mycivilservice.com>

**Attn:** City of Ithaca

**Human Resources Department**



All 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.

**Ithaca is Gorges! We would love to have you on our team!**

Issued: April 15, 2026