

Now Hiring - Applications accepted through August 26, 2026



City of

Ithaca

Municipal Legal Analyst

The City of Ithaca, NY is seeking qualified applicants for
Municipal Legal Analyst with the City Attorney's Office!

Position Description: The incumbent assists the City Attorney's Office in providing legal services to the City Manager, Common Council, and City departments, boards, and commissions. This position, under the supervision of the City Attorney and Assistant City Attorneys, conducts legal research; reviews contracts, licenses, and permits; assists with litigation, code enforcement matters, and freedom of information requests; supports legislative drafting; develops and implements standard operating procedures; and prepares legal documents including but not limited to legal filings, memoranda, and reports. The work requires considerable independent judgment, strong analytical skills, and the ability to maintain the confidentiality of sensitive legal matters. The work is performed under the general supervision of the City Attorney. Supervision is not a responsibility of this position. Does related work as required.

To view the complete job description, visit: [Municipal Legal Analyst job description](#).

Minimum Qualifications: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a bachelor's degree and two (2) years of full-time paid professional experience or its part-time paid equivalent, performing para-professional legal work in an office setting, at least one (1) year of which must have involved legal research and legal writing.
- B. Graduation from a New York State registered or regionally accredited college or university with an associate's degree and four (4) years of full-time paid professional experience, or its part-time paid equivalent, performing para-professional legal work in an office setting, at least one (1) year of which must have involved legal research and legal writing; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid professional experience, or its part-time paid equivalent, performing para-professional legal work in an office setting, at least one (1) year of which must have involved legal research and legal writing.

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.





Salary: \$82,053/year

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 [Fringe Benefits](#) webpage and [Fringe Benefits for Management Personnel](#).

Supplemental Information:

- 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.

Application Materials Required:

- City of Ithaca application
- Copy of high and college school transcript

Applications will be accepted until 4:30 p.m. on August 26, 2026. Submit required application materials to:

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

**City of Ithaca
Human Resources Department
108 E. Green St.
Ithaca, NY 14850
(607) 274-6539**



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: August 7, 2026