JOB SUMMARY:
At the direction of the City Solicitor, the Assistant Municipal Attorney advises city leaders on matters related to ethics, personnel, ordinances, contracts, land use, taxes, and finance. Stays informed on changes to state and federal laws that impact the municipality. Informs the appropriate elected officials and city staff as laws are being debated in the state legislature or Congress. Drafts city laws and contracts. Reviews all contracts and memoranda to ensure that the city’s legal interests are not compromised.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Excellent writing, research, and communication skills.
- Knowledge of Federal, State and Municipal law and structure particularly in regard to general administrative and regulatory functions of municipal government.
- Knowledge of judicial and administrative procedures and the rules of evidence.
- Prior experience in the following subject areas is desirable; civil litigation, redevelopment, drafting municipal agreements, sunshine, ethics, public records laws, procurement, drafting legislative documents, land use and zoning matters, and representing and advising advisory and administrative boards. The position also includes litigation responsibilities, thus meaningful litigation experience is required.
- The successful candidate shall also be responsible for evaluating civil claims, legal research, drafting legal documents, conducting depositions, hearings and trials. Negotiate/draft/review of contracts, leases, bid documents and bonds, resolutions and ordinances, easements, indemnification agreements, inter local agreements, and other documents.
- At the direction of the City Solicitor, provide legal advice to the Mayor, City Administration, Department Directors, City Council, and other committees as assigned. Handle grievances, arbitrations, appeals of litigated matters and related hearing issues. Attend City Council meetings and City Council Committee meetings. Other duties as assigned by the City Solicitor.

MINIMUM REQUIREMENTS:
Graduation from an accredited law school. Member of the New Jersey Bar with five (5) years prior legal experience. Knowledge of Federal, State and Municipal law and structure particularly in regard to general administrative and regulatory functions of municipal government. Knowledge of judicial and administrative procedures and the rules of evidence.

Please submit cover letter and resume to the City of Atlantic City, Human Resources Department, Room #416, 1301 Bacharach Blvd., Atlantic City, New Jersey 08401 or email to achr@cityofatlanticcity.org by **December 20, 2019**.

The City of Atlantic City is an Equal Opportunity Employer.