

Middletown, CT Job Description

Classification Title	Assistant General Counsel
Job Code	
Department	Office of General Counsel
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to provide legal representation to the City, ~~with a focus on labor law and relations, to p~~ provides legal advice and prepares legal opinions for the City in matters requiring interpretation of state, federal and local laws, regulations and contracts. Litigates cases on behalf of the City and represents the City on labor relations matters. ~~The work is performed under the direction of the General Counsel.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Researches legal issues on state, federal and local laws. Prepares litigation pleadings and legal opinions; ~~maintains legal publications.~~
- ~~Represents the City on matters involving labor relations including but not limited to Arbitrations, Grievance proceedings, CCHRO and negotiations as assigned.~~
- May litigate cases on behalf of the City, which includes tax appeals, zoning appeals, general civil litigation and labor relations issues; ~~as assigned.~~
- Attends Common Council meetings, Insurance and Claims Commission, and General Counsel Commission and/or other meetings; ~~as directed by the General Counsel;~~
- Meets with City officials and employees; ~~meets with Mayor or Mayor's staff~~ to provide legal advice and assistance.
- ~~Administers the Office of the General Counsel in the absence of the General Counsel and Deputy General Counsel.~~
- ~~Attends Court, arbitration hearings and other proceedings.~~
- Review contracts and mail.
- ~~Assists, monitors, and oversees outside and special counsel as needed.~~
- ~~Performs site visits for code enforcement or road project issues.~~

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- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Juris Doctorate from accredited law school and three years of in-house municipal experience, Admission to Practice before the Connecticut Courts and Admission to Practice before Federal Courts with a minimum of five years of general law experience, two years of which should include labor law.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~Admission to practice before the Connecticut State and Federal Courts.~~

PREFERRED QUALIFICATIONS

~~Five years of more of general litigation experience, including labor law.~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles. Knowledge of law~~
- ~~Requires the ability to apply principles of negotiation within the context of legal guidelines. Ability to perform comprehensive legal research~~
- ~~Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as pleadings, contracts, bid documents, legal opinions, statutes, City Charter, ordinances, law books, legal briefs, non-routine correspondence, economic analysis, and organizational analysis. Ability to negotiate within relevant guidelines~~
- ~~Requires the ability to communicate orally and in writing with the General Counsel, Mayor, Common Council, City Department Heads and Directors, City employees and officials, boards, commissions, committees, other attorneys, Court personnel, Judges, the media and the public. Ability to synthesize data into a persuasive position in written and verbal form~~

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- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit

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- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing up to twenty-five pounds.~~
- ~~Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/24/15
Dates revised	