

# Assistant Corporation Counsel (ACCI) - MOH

## City of Boston Law Department

### Description Overview:

Brief Job Description (essential functions of the job)

The City of Boston Law Department seeks an Assistant Corporation Counsel to provide legal advice and support to all Divisions of the Mayor's Office of Housing (MOH). The City of Boston Law Department provides legal services to the Mayor, City Council, and City departments concerning their official duties within the City government.

The mission of the Mayor's Office of Housing (MOH) oversees programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and develop city-owned property. MOH seeks to carry out its mission through a lens of promoting diversity, equity and inclusion and addressing the effects of systemic racism in our city.

### Responsibilities:

- Provide in-house counsel representation and legal support to MOH, including advising the department on a broad range of legal issues, reviewing and negotiating agreements, drafting policies and legislation, and all stages of litigation in state and federal court.
- Draft conveyance documents and represent the Department in the disposition of
- tax-foreclosed, surplus, and other properties.
- Review and assist in the drafting of all license agreements and leases as to legal form.
- Review and assist in the drafting of all Requests for Proposals and Invitations for Bids as to legal form.
- Provide counsel to the Department on all questions arising under public procurement laws, including but not limited to G.L. c. 30B, G.L. c. 149, and G.L. c. 30, § 39M.
- Advise the Department on issues related to the management of its real estate portfolio.
- Advise the Chief of Housing on legal issues related to policy matters.
- Respond promptly and appropriately to requests for legal assistance on additional projects.
- Performance of other related duties as required by the Department.

### Minimum Qualifications:

- Juris Doctorate required.
- At least 1 - 5 years of experience as a lawyer.
- Licensed to practice in the Commonwealth of Massachusetts.
- Demonstrated familiarity in the areas of conveyance and real estate.
- Accuracy and attention to detail.
- Highly motivated self-starter.
- Strong interpersonal, organizational, oral, and written communication skills.
- Ability to exercise good judgment and focus on detail as required by the job.

**BOSTON RESIDENCY REQUIRED**

Terms: 35 hours/week

Union/Grade/Salary Plan: Non-Union/MM2-9

**To apply, please send your resume and cover letter to:  
Pilar Ortiz, [pilar.ortiz@boston.gov](mailto:pilar.ortiz@boston.gov)**