

City of Boston Law Department

Job Title: Assistant Corporation Counsel (ACCII)

Brief Job Description (essential functions of the job):

The City of Boston Law Department provides legal services to the Mayor, City Council, and City departments regarding their official capacities within the City government. The City of Boston Law Department operates under the sole authority of the Corporation Counsel. The Corporation Counsel has supervisory authority over all City attorneys and legal affairs and is responsible for all litigation to which the City of Boston is a party.

Under the direction of the Corporation Counsel and the supervision of the Legal Advisor, the City of Boston seeks an Assistant Corporation Counsel to serve the City of Boston Public Facilities Department (PFD) and Public Facilities Commission (PFC).

The Assistant Corporation Counsel is expected to provide legal counsel on a variety of matters involving procurement, contracts, design, construction, real estate, eminent domain, open meeting law, public records law, claims, and litigation. The Assistant Corporation Counsel will also represent the City in matters involving PFD before federal and state courts and administrative agencies.

Responsibilities:

- Provides in-house counsel representation and legal support to PFD and PFC.
- Provides legal representation of the City and PFD in court proceedings, administrative hearings, and any other related proceeding.
- Provides legal advice and support on design and construction procurements, contract administration, compliance matters, and disputes in accordance with applicable laws.
- Reviews PFC vote requests and provides legal counsel on the same.
- Drafts and provides legal counsel on land acquisition and disposition agreements, leases, licenses, and other related documents.
- Performs legal research, draft memoranda, and render opinions on PFD and PFC matters.
- Assists in the development and implementation of procurement processes, policies, and procedures, including drafting and developing contracts and procurement documents.
- Responsible for managing a caseload in all matters as assigned.
- Performs related work as required.

Qualifications:

- Juris Doctorate required.
- 2 - 5 years of experience in a law firm or governmental legal office.
- Experience in municipal, real estate, and/or construction law preferred.
- Comprehensive level of knowledge in public construction bidding laws preferred.
- Licensed to practice in the Commonwealth of Massachusetts with no disciplinary record.
- Ability to work independently and exercise good judgment and focus on details as required by the job.
- Highly motivated self-starter.
- Strong interpersonal, organizational, oral, and written communication skills.

BOSTON RESIDENCY REQUIRED

Terms: 35 hours/week

Non-Union, MM2, GR 4

To apply, please send your resume and cover letter to:
Pilar Ortiz, pilar.ortiz@boston.gov