

Job Description

Associate City Solicitor

1 FTE | 01-Financial | POS #

Direct Report	City Solicitor	Grade	M-15 Starting Salary: \$93,756*
Department	City Solicitor	FLSA	Exempt
Division	City Solicitor	Bargaining Unit	Non-Union Unit C
Date	July 2025	Location	133 William Street

Homeland Security Emergency Status: Essential

Safety Classification: Non- Safety Position

Summary

Assists the City Solicitor and First Assistant City Solicitor in providing sound legal advice to City officials; renders legal opinions; negotiates, drafts, and reviews legal documents; performs legal research for all City departments, boards, and offices; represents the City in court and administrative proceedings; and performs other legal work as assigned.

Supervisory Responsibilities

Supervision Scope: This position has no formal supervisory responsibilities over other City Solicitor's office employees.

Supervision Received: Works under the general supervision and direction of the City Solicitor and First Assistant City Solicitor.

Supervision Given: Occasionally supervises temporary interns and staff.

Essential Functions

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

1. Provides legal advice daily to City officials, employees, boards, and commissions. Serves as principal attorney for assigned City departments, boards, and commissions.
2. Researches, drafts, negotiates, and reviews a range of legal documents including, but not limited to, contracts, memoranda, opinions, briefs, orders, ordinances, policies, contract orders, licenses, guarantees, indemnities, bids, deeds, easements, subordinations, bonds, and procurement forms and documents.
3. Represents the City in courts and before administrative agencies. Prepares legal memoranda, briefs, pleadings, and other documents in connection with such representation. Monitors litigation in which the City is represented by outside counsel.
4. Conducts factual investigations and develops legal recommendations based on information obtained in investigations.
5. Attends and represents the City at administration and public meetings, often at night, including but not limited to, meetings of the City Council and City boards and commissions.
6. Occasionally supervises temporary interns and staff.
7. Performs other legal work and duties as assigned and required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment

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agreement between the City of New Bedford and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Competencies

Municipal Law Expertise	Independent Judgement	Thoroughness & Attention to Detail
Communication Proficiency	Conflict Resolution	Organizational Skills
Public Speaking	Expert Reporting	Budget Management

Minimum Qualifications

Education and Experience

- A Juris Doctorate degree from an accredited law school.
- At least three years of relevant legal, litigation, or municipal law work experience.
- Any equivalent combination of education and experience on a year for year basis.

Licensing/Certification

- License to practice law in the Courts of the Commonwealth of Massachusetts
- Member of the Massachusetts State Bar
- Criminal Offender Record Investigation (CORI) background check mandatory.

Required Skills and Abilities

- Sound knowledge of municipal law.
- Ability to effectively present a case, examine and cross-examine witnesses, and advocate for the City of New Bedford.
- Ability to research and analyze legal issues in a fast-paced environment, effectively applying advice on a practical level.
- Excellent skills in drafting and reviewing legal documents.
- Ability to analyze a wide variety of legal issues and circumstances, conduct investigations, and report and recommend appropriate actions to Officials, City employees, and Department Heads.
- Interpersonal skills, with the ability to work cooperatively and communicate succinctly with elected and appointed Officials, City employees, and Department Heads.
- Ability to resolve legal issues in a practical, cost-effective manner.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.

Tools and Equipment Used

Computers, calculators, phones, copy machines, and other general office equipment.

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Work Environment

Work is performed in an office setting. Workload and stress levels vary dramatically. The **Associate City Solicitor** makes constant contact with other staff, members of the public, and City departments. This requires excellent customer service skills. The **Associate City Solicitor** has access to highly confidential information about employees, litigation, and other sensitive information. The **Associate City Solicitor** is expected to operate in an environment where errors can be costly regarding efficiency of the operation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate City Solicitor is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The position is occasionally sedentary. The Associate City Solicitor sits, walks, or stands for varying periods, and may exert up to 25 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects up to 50 lbs. While performing the duties of the job, the incumbent is constantly required to sit, talk, and hear, must be able to listen and accurately record information from employees, executive staff members, other agencies, and members of the public. Vision should be at or correctable to normal ranges. The incumbent is required to operate a keyboard and sit at a computer for long periods of time; and to operate general equipment and all other related equipment.

Work Hours

This is a full-time position. The Associate City Solicitor has set weekly hours but may also be called upon to attend night meetings. The position accrues vacation, sick, and personal time.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice, as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

*Compensation for Unit C (Management) Positions

All management positions receive an annual salary increase (or "Step" increase), contingent on satisfactory job performance. Step increases are awarded upon the first anniversary of an employee's initial hiring and each year thereafter for the next eleven years of employment. The amount of the annual Step increase varies from 3.50% - 5.00% of the employee's prior year salary. The above position offers a starting salary of \$93,756 in Year/Step 1, and a maximum salary of \$146,055 in Year/Step 12.