

**THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: **Senior Assistant City Attorney****

**General Summary:**

The Senior Assistant City Attorney is the senior assistant to the City Attorney, and performs legal work as assigned by and under the general direction of the City Attorney. The Senior Assistant City Attorney is generally responsible for assigned areas of the legal affairs of the City of Jackson, representation before federal and state courts and agencies, legal advice and staff support to City Council, City departments, and City boards and commissions. The Senior Assistant City Attorney will also be expected to handle other legal matters and special projects as assigned.

**Physical Demands:**

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, use sight to prepare documents and reports, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The employee must be able to speak at a volume above conversational level. The job requires travel to other work sites. The typical work environment of this job is a business office setting where the noise level is moderate, although the employee occasionally works outdoors.

**Eligibility Requirements:**

Must be a member in good standing of the State Bar of Michigan and have at least five (5) years of successful experience as a practicing attorney, including at least two (2) years of experience in a municipal law setting and at least one (1) year of experience as a trial or litigation attorney. Must have a working knowledge of criminal law or civil litigation. Must be a skilled analyst and researcher, and skilled at expressing thoughts orally and in writing. Must be able to communicate courteously and effectively with the public, staff and government officials. Must be able to use a personal computer with word processing and spreadsheet software.

In addition to the above requirements, all city positions require: the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City. City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

**Grade 17/Salary \$71,552**

**Benefit Package, including:**

- Paid vacation, sick leave, personal days and holidays
- Medical, dental, vision, and life insurance
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

**Date Posted: May 7, 2018**

**Application Deadline: Until position is filled**

**To Apply:**

- A resume, writing sample, school transcripts, and two (2) references must accompany the completed job application.
- Job applications will be accepted in-person, fax, email: [apply@cityofjackson.org](mailto:apply@cityofjackson.org), or by mail at:

**City of Jackson**  
**Human Resources Division**  
**161 W. Michigan Ave.**  
**Jackson, MI 49201**

**\*\* EQUAL OPPORTUNITY EMPLOYER \*\***