

City Attorney , City of Westminster

Job Category

Legal

Employee Status

Part Time (by contract)

Job Duties

Provide legal advice and services to the Mayor, City Council, City Administrator and all City departments, boards, and commissions. Advise the City Council on legal issues and provide them with a working knowledge of the law as it applies to City issues and operations. Perform legal services in a manner consistent with the highest standards of professional conduct and with the responsibilities of the office of the City Attorney. Appointed by City Council.

Provide legal advice and direction to the council, department heads, city administrator or any other authorized city officer or employee on all legal questions which may arise in the course of the administration of the municipal government, or in the discharge of the duties of their respective offices. The city attorney, by request, will draw or review the drawing or drafting of all ordinances, contracts and other instruments of writing relative to the business of the municipality.

Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings, and generally be careful that the Council and officers fall into no error of law in the administration and management of the business and affairs of the municipality. Keep City Council and staff apprised of court rulings and administrative decisions affecting the legal interests of the City.

Qualifications

Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate degree. Must be licensed to practice law in the state of South Carolina and be of good reputable standing. Requires a minimum of two years' experience practicing law, preferably in a local government capacity.

Knowledge of the organization and functions and goals of the City government Extensive knowledge of the provision of South Carolina law and City code. Skill in negotiating agreements, which accommodate conflicting interests and viewpoints Ability to attend meetings and perform work assignments at times other than normal business hours. Ability to determine when outside counsel is needed. Skill in oral and written communication sufficient to develop defenses of, and justification for, decisions reached.

How to Apply

Provide a resume, or C.V., cover letter and engagement proposal. In the engagement proposal please include 1) scope of the engagement; 2) Attorney-Client relationship; 3) limitation on engagement; 4) prior representation; 5) existing representations; 6) conflicts; 7) fees and payment.

Deadline

Open until filled

Equal Opportunity Employer

The City of Westminster provides Equal Employment Opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.