

# CITY OF UTICA

# NOTICE OF VACANCY

THE CITY OF UTICA  
announces that a vacancy exists in the Department of Law for

## ASSISTANT CORPORATION COUNSEL

**Salary:** Commensurate with qualifications.

**Classification:** Exempt

**Distinguishing Features of the Class:**

This is professional legal work involving responsibility for providing litigation and counsel to the City of Utica at all levels of State and Federal Court. The work is performed under the general direction of the Corporation Counsel or First Assistant Corporation Counsel in accordance with overall policies of the department with wide latitude allowed for the exercise of independent judgement in applying legal knowledge to specific problems and the taking of appropriate legal action. Does related work as required.

**Typical Work Activities:**

Consults with and advises the Corporation Counsel, Mayor and other department staff on specific cases affecting the department;  
Advises on general questions of liability, legal alternatives, and various aspects of State, Federal, and City law;  
Litigates and prepares cases in matters involving the City;  
Prepares legal actions for negotiation, trial, and other matters;  
Conducts legal research;  
Keeps abreast of city, state, and other rules, regulations, and policies regarding the City.

**Required Knowledge Skills and Abilities:**

Thorough knowledge of the principles and practices of law; thorough knowledge of the functions and administrative activities of the City; ability to analyze, appraise, and properly apply legal principles, facts and precedence to legal problems; ability to efficiently gather information by interview and investigation; ability to establish and maintain effective relationships with officials and employees; integrity; good judgment; accuracy; tact and courtesy.

**Minimum Qualifications:**

Eligibility for admission to practice as an Attorney and Counselor at Law before the courts of the State of New York at the time of application; admission to the Bar of the State of New York at the time of appointment. Incumbent must comply with continuing legal education requirements.

NOTE: Proof of current registration with the New York State Office of Court Administration must be provided at the time of appointment and remain current throughout appointment.

**Special Requirement:**

Possession of a valid NYS Drivers License.

**Applications:**

Applications/resumes should be submitted to the Law Department, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

Applications must be received by the Law Department by: Friday, August 12, 2016. Applications for this position may be obtained from the Personnel Office in City Hall, Room 205 located at 9 Glen Street, Glen Cove, NY 11542.

*This posting is for filling a position permanently, based on passing a probationary period.  
Preference may be given to City of Utica residents. For more information about this position, please call (315) 792-0171.*

*The City of Utica is an Equal Opportunity/Affirmative Action Employer*

(Issued: 07/20/16)  
(Please remove posting after: 08/12/16)