



Job Description

Position: Assistant Town Counsel
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Town Counsel
Description Updated On: August 31, 2021

Summary/Objective

The Assistant Town Counsel is responsible for assisting the Town Counsel in the provision of the Town's legal services and activities; the employee is required to perform all similar or related duties.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Collects, prepares, and presents legal papers and reports, motions, deeds, and agreements.
- Assists in the development of all town legislative and policy initiatives.
- Represents the Town's interests in litigation proceedings before a variety of boards and agencies; directs such matters to the extent of authority and ability, delegated by the Town Counsel.
- Assumes as required responsibility for specific boards and various administrative proceedings; conducts detailed factual investigations and legal research.
- Assists Town Counsel in researching and rendering opinions as to various legal issues which impact the Town and various boards, and agencies; reviews contracts entered into by the town, its agencies, boards and officials; assists in the preparation and presentation of pleadings, discovery documents, briefs, etc. for court and administrative proceedings, and contracts, opinions, taking documents, and deeds as required.

Required Qualifications, Education, and Experience

- College graduate with a Bachelors Degree with a Juris Doctor Degree required; admission to Massachusetts Bar required, and admission to Federal Bar preferred, with one (1) to three (3) years of responsible legal experience, the majority of which is in Massachusetts; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Skills, & Abilities

- Thorough knowledge of principles and practices of municipal law and related security documents; knowledge of applicable federal and state laws and regulations.
- Must have skills to exercise considerable judgment, innovation, and discretion in establishing and

maintaining effective working relationships across all levels of the organization and with external groups.

- Ability to interact and present information in a clear and concise manner; develop comprehensive reports and proposals; ability to conduct independent legal research and to analyze and interpret results; ability to plan, organize and manage multiple projects.
- The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.
- Requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Judgment is used in analyzing specific situations to determine appropriate actions.

Physical and Mental Job Requirements

- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- Typical office or administrative working conditions; position is not exposed to adverse environmental conditions.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position. Therefore, the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal

employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

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.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____