



Job Description

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

Summary/Objective

The Town Counsel is responsible for providing a variety of complex and specialized legal services, oversight, guidance, and representation to protect the Town's overall interests, affairs and activities. The employee is required to perform all similar or related duties and provides direct supervision for full time employee(s).

Essential Functions

- 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 in complex, controversial, significant, or specialized legal proceedings before courts, government agencies, or other authorities so the Town's interests are protected.
- Provides legal counsel and ensures that the Town complies with legal and regulatory requirements.
- Investigates, settles, and presents information to courts when necessary for personal injury and property damage claims; represents the Town's interests before a variety of boards and agencies including the Appellate Tax Board, Department of Public Utilities, Emergency Finance Board, and Labor Relations Commission.
- Prepares information and materials regarding the presentation and processing of court cases.
- Attends and provides legal advice at all Town Meetings, most Select Board and School Committee meetings, and other Town boards and committees.

Required Qualifications, Education, and Experience

Bachelor's Degree and a Juris Doctor Degree required as well as admission to Massachusetts Bar, and a minimum of ten (10) years of progressively responsible legal experience, the majority of which is in Massachusetts with jury and waived trial experience 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. Must possess a Massachusetts Class D Motor Vehicle Driver's license.

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 the skill 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; to conduct independent legal research and to analyze and interpret results; and to plan, organize, and manage multiple projects.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- 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
 - Organize and prioritize the work schedules of others 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

- The functions of this role are conducted in an office environment.

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 40 per week are required. Required to work outside of normal business hours, nights and on weekends; may be contacted at home at any time in response to important situations.

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_____