

**Town of Weymouth, Massachusetts
Draft Job Description**

Position Title:	Assistant Solicitor	Grade Level:	
Department	Legal Department	Date:	2019
Reports to:	Town Solicitor	FLSA Status:	

Statement of Duties: Assistant solicitors shall help the Town Solicitor with providing counsel on a variety legal work and research associated with operating the Town of Weymouth's municipal and school departments. We require the employee to perform all similar or related duties as directed.

Supervision Required: The employee plans, prioritizes, and carries out the regular work consistent with standard practices with substantial independence in planning and organizing work activities, but with close consultation and the informed consent of the public client.

Supervisory Responsibility: We do not require the employee to supervise others.

Judgment: The work requires the employee to examine, analyze, and assess facts and circumstances of individual problems, situations, or transactions to determine the most appropriate action public employees should take within the limits, standards, or established operating practices, rules, regulations, ordinances, laws, or regulations. We require independent judgment to analyze or weigh specific situations to determine proper actions. We require the employee to understand, interpret, and apply applicable operating practices, rules, regulations, ordinances, laws, and regulations.

Complexity: The work is complex and sophisticated. Daily tasks include the practical application of a variety of legal concepts, practices, and specialized techniques relating to a professional or technical field. Ability to gauge compliance with established standards or criteria through gathering, analyzing and evaluating information.

Work Environment: The work environment is a typical indoor office setting environment. We require the employee to attend meetings, hearings, trials, and work in conference rooms, hearing rooms, and court rooms. We require the employee to work beyond normal business hours and will include work on weekday evenings and weekends.

Nature and Purpose of Relationships: The employee interacts with co-workers, the public, department heads, appointed and elected officials, employees at government agencies, court officials, and external contacts such as vendors or contractors to explain or interpret procedures or guidelines, plan or coordinate work or resolve problems. We require more than ordinary courtesy, tact, and diplomacy to resolve complaints or deal with disgruntled or uncooperative persons.

Accountability: When performing tasks, missed deadlines or errors in judgment may cause adverse consequences. These undesirable effects could include legal repercussions, negative public relations, and monetary losses because of waste of labor and materials, damage to buildings, equipment, and a risk of personal injury to employees and residents and danger to the public health, welfare, and safety.

Occupational Risk: Duties of the job present little potential for personal injury. Risk exposure is like that found in a typical, municipal office setting.

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Essential Functions: *We intend the essential functions or duties listed below only as illustrations of the various work that the employee may perform. Omitting specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.*

The assistant solicitors shall assist the Town Solicitor carry out the obligations under the Code of Ordinances, Town of Weymouth, § 3-330 in providing for the legal affairs of the Town of Weymouth, its elected and appointed officials, and employees.

Draft, edit, and review legal documents, including but not limited to ordinances, regulations, policies, contract agreements, memorandums of agreement, correspondence, and documents for administrative and court proceedings.

Attend meetings of public bodies, including boards, committees, and commissions, as a representative of the legal department and represent the public at administrative hearings and court proceedings.

Provide legal support for departmental operations in the areas of land use, permitting and licensing, public procurement, public education, special education, civil rights, student rights, employment, labor relations, collective bargaining, public construction, municipal finance, professional licensure, public records, open meetings, ethics, civil service, industrial accidents, risk management, among others.

Provide legal advice on these matters as to legal interpretation, scope of lawful authority, and best practices to all Weymouth municipal and school departments.

Achieve defined objectives by planning, evaluating and developing, implementing and maintaining public services in compliance with established legal standards, policies, and guidelines.

Serve as a leading, public administration member providing advice and consultation in private and public meetings.

Ensure compliance of organizational objectives with, and recommend policies, procedures, and actions for the purpose of adherence to, legal, financial, and public requirements especially related to ethics, transparency, personnel, finance, procurement, and special education.

Assist Human Resources in overseeing and managing employee relations by providing information and serving as a resource.

Consult and advise with Human Resources, department heads, and administrators on a wide variety of sensitive personnel issues, such as posting, hiring, certification, new employee orientation, discipline, transfers, return to work, unemployment claims, disability claims, among other issues, to minimize risk to the public employer and to assist in effective decision-making and processing of applicants and employees and the enforcement of all relevant policies, procedures, regulations, and position requirements.

Investigate employee-related complaints, grievances, or both, for the purpose of reaching resolutions that are conducive to a healthy work environment.

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Assist in the administration of a wide variety of personnel policies, processes, employment agreements, and advise in the process of recruitment, selection, hiring, and orientation.

Coordinate aspects of labor management to assure alignment with relevant laws, policies, and collective bargaining agreements.

Represent the public in court, arbitrations, administrative hearings, and other quasi-judicial hearings, such as grievance hearings, due process hearings, and other administrative procedures for the purpose of ensuring that all laws, regulations, and policies are followed. Outside legal counsel will rarely represent the public in these matters.

Maintain documents, files, and records, both physically and electronically, for the purpose of providing accurate information and maintaining compliance with regulatory requirements and established guidelines.

Assistant solicitors whose primary responsibility will be assisting the Superintendent and School Committee will also be responsible for the following:

- working with the Assistant Superintendent of Finance and Operations to monitor district staffing budgets, expenditures, personnel, and special education-related financial activities; and
- review and drafting legal documents necessary for the school district's personnel and special education operations, and when necessary, provides representation to the district at special education mediations and hearings

Recommended Minimum Qualifications:

Education and Experience: We require a law degree and admission to Massachusetts Bar. The employee must have at least two years' full-time legal or government experience including experience with municipal, education, or administrative law, experience performing legal work for a municipality, school district, government agency, or non-profit organization, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Special Requirements: Valid Class D driver's license.

Knowledge, Ability and Skill: Knowledge of municipal or education law. Ability to create persuasive legal documents. Ability to provide sound legal advice based upon common sense and good judgment. Interest in developing expertise in several of the substantive areas of law described above. Ability to prioritize responsibilities. Ability to work independently, with some oversight, and willing to work during evening hours for board, committee, and other public meetings when required. Must have excellent communication, public speaking, and leadership skills. Knowledge of arbitration, mediation, conflict resolution negotiations, and litigation. Ability to scan, file, organize, and track many documents.

Physical and Mental Requirements: *The physical demands described here represent those an employee must meet to perform the essential functions of this job. We may make reasonable accommodations to essential functions to enable individuals with disabilities to succeed.*

Physical Skills: We require minimal physical effort to perform these duties. Employee required to frequently stand, sit, speak, hear, and use hands to operate office equipment and computers.

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Motor Skills: Job requires minimal activities such as moving objects, operating a personal computer or office equipment, and operating a motor vehicle.

Visual/Auditory Skills: Employee must have either the auditory ability to listen and comprehend or read documents and written reports for sophisticated understanding. Employee must routinely thoroughly understand statutes, regulations, ordinances, and legal documents.

This job description does not create an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job changes.