

The Town of New Milford is currently recruiting for a Town Attorney. This senior level position will perform professional work providing legal services to the Town. This position serves as chief legal advisor, attorney, and counsel for the Town, as well as all officers, and departments in matters relating to their official duties. Applicants must have the ability to legally practice law in the State of Connecticut and should have at least 3 years of experience preferably in a municipal setting. Qualified applicants should complete a Town of New Milford Employment application and return it along with their resume to Personnel Director, Greg Bollaro at 10 Main Street, New Milford, CT. 06776 [gbollaro@newmilford.org](mailto:gbollaro@newmilford.org) no later than 4:00 PM on August 4, 2017

## Town of New Milford

### JOB CLASSIFICATION DESCRIPTION

**Job Title:** Town Attorney

**Salary Range:** \$97,771 - \$130,879

**Job Summary:** This class is responsible for performing professional work rendering legal services to the Town; serves as chief legal advisor, attorney, and counsel for the Town, as well as all officers, and departments in matters relating to their official duties. Responsibilities entail accountability based on measurable cost effective results for the substance, efficiency, productivity and quality of activities performed within departments.

**Supervision Received:** Works under the broad policy guidance of the Town Charter with administrative direction provided by the Mayor.

**Supervision Exercised:** May supervise legal professional and support staff as assigned.

**Examples of Essential Duties:** As a legal practitioner performs legal research and the legal work of the Office, including preparing, analyzing, and reviewing the opinions, regulations, and contracts affecting the Town; analyzes legislation including proposed state and federal legislation affecting the Town; attends meetings of boards and commissions of the Town and renders on-the-spot legal advice; attends Town Council meetings and other meetings as directed by the Mayor or the Town Council; drafts ordinances, resolutions, contracts, deeds, leases, releases, and other complicated legal documents on behalf of the Town; manages, supervises and reviews the work of attorneys and legal support staff, as well as managing the office budget, support contracts, etc.; prepares and represents the Town in cases of varying degrees of difficulty and complexity before administrative agencies and courts; advises Mayor and Town Council; prepares drafts of bills for introduction in the Connecticut General Assembly; processes, defends and litigates claims against the Town; prosecutes and defends suits, actions and proceedings for and on behalf of the Town; provides legal counsel for departments, boards and commissions and also, provides legal counsel to other Town staff as requested; renders legal advice on complex matters on a daily basis to officers, departments and agencies of the Town and Town Council, including Personnel; researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs; reviews the legality and/or sufficiency of contracts, bonds, bids, leases, insurance and claims; serves the Town's interests in various contract negotiations; consults with bond counsel on various matters and issuances; performs other related duties as may be required by ordinance, resolution, or Town Council.

**Knowledge, Skills and Abilities:** Knowledge of basic law and legal process, legal principles and practice, administrative law, constitutional law, and rules of process; knowledge of rules of statutory construction; knowledge of rights and obligations of Connecticut municipalities; litigation and legal counseling skills; oral and written communication skills; interpersonal skills; ability to analyze legal problems, present statements of fact, law and argument; ability to review and/or draft proposed contracts, regulations and legislation.

**Minimum Qualifications:**

**General Experience:** Three (3) years of experience in the practice of law preferably in the municipal sector;

**Substitutions Allowed:** Experience as a Judicial Law Clerk in the municipal sector may substitute for the General Experience.

**Special Requirements:** Must be admitted to practice law in the State of Connecticut.

**Working Conditions, Physical and Mental Requirements:** Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception		X						
Standing		X			Color Distinction								X
Walking		X			Peripheral Vision								
Sitting			X		Driving		X						
Lifting		X			<b>Physical Strength:</b>								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			<b>Environmental Conditions:</b>								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching		X			Heat (90 degrees F or more)	X							
Crawling	X				Temperature Changes		X						
Reaching		X			Wetness	X							
Handling		X			Humidity	X							
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion			X		Exposure to Dampness	X							
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards	X							
Visual Acuity/Far			X		Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.