



CITY OF MALDEN

Human Resources Department

215 Pleasant Street
Malden, MA 02148
781-397-7000 ext. 2187 (P)
781-873-0238 (F)

Anthony Chiccuarelli, Director

City of Malden Job Opportunity

The City of Malden is driven by the value of excellence and believe that everyone deserves the best service and access to resources, regardless of their race, gender identity, religion, ethnicity, age, physical abilities, sexual orientation, veteran status, or personal experience. We embrace diverse perspectives and welcome candidates from these underrepresented groups to help make our vision a reality.

POSITION: City Solicitor
DEPARTMENT: Legal Office
SALARY: \$99,122.90 - \$129,462.90

The City of Malden Legal Department seeks to hire a Massachusetts licensed attorney to lead our in-house legal team. Our team represents and advises the City and its elected and appointed officials, employees, City Council, Boards and Commissions.

DUTIES:

The City Solicitor assigns cases and work assignments among the Legal Department staff and handles a variety of legal matters including cases and claims through all stages of litigation and/or adjudicatory proceedings, including any appeals. Drafts and files all case related documents, including pleadings, motions and memoranda, discovery, and appellate briefs, and represents the City on all aspects of cases and claims, from initial investigation and review, to discovery and depositions, to motion hearings, through trial or adjudicatory proceeding, and appeals. Works with and advises City employees, elected and appointed officials, the City Council, or City Boards and Commissions during all phases of litigation and proceedings, and interacts and confers with witnesses and expert witnesses, including drafting expert pleadings and documents. Represents the City in all aspects and events of assigned cases, claims, and appeals, including, but not limited to appearing at conferences, hearings, pre-trial and trial conferences, depositions, and oral arguments. Also assists with a variety of other legal tasks, and on behalf of the Legal Department regularly attends evening meetings and hearings of the City Council, as well as other Boards and Commissions.

QUALIFICATIONS:

The qualified candidate will have Board of Bar Overseers admission, admission to practice in the United States District Court for the District of Massachusetts, admission to practice in the Commonwealth of Massachusetts Appeals Court and Supreme Judicial Court. Must also have trial and appellate experience in the Commonwealth of Massachusetts Courts, including the District, Superior, Land, Appeals Court and SJC, and experience handling claims with Massachusetts and federal administrative agencies. Self-motivated, detail-oriented, deadline driven, organized individual with excellent writing and analytical skills and the ability to multitask and handle multiple cases and assignments. This role includes attending evening meetings of the City Council and other Boards, Committees and Commissions. We seek to hire a candidate who shares our

The City of Malden is an Equal Opportunity Employer

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commitment to Malden, and values civility, collegiality and working in coordinated team environment to serve the City. Municipal law experience is preferred.

TO APPLY:

Interested applicants should submit a cover letter and resume to the Human Resources Director, City of Malden at maldenhr@cityofmalden.org.

Selected candidate will need to submit to a Criminal Offenders Records Information report (CORI) background check and pre-employment drug screening.

The City of Malden is committed to the full inclusion of all qualified individuals. As part of this commitment, the City of Malden will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privilege of employment, please contact Human Resources at the address, e-mail address, and/or phone number above.