

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

ASSISTANT CORPORATION COUNSEL

Salary:

\$88,786.00

Classification:

Exempt Position

Membership into the NYS Retirement System

Eligible for Health Insurance and Dental Insurance

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the office of Corporation Counsel. This is professional legal work involving responsibility for providing litigation and counsel to the City of Utica at all levels of State and Federal Court. The work is performed under the general direction of the Corporation Counsel or First Corporation Counsel in accordance with overall policies of the department with wide latitude allowed for the exercise of independent judgement in applying legal knowledge to specific problems and the taking of appropriate legal action. Supervision is exercised over an assigned Legal Secretary. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)  
Consults with and advises the Corporation Counsel, Mayor and other department staff on specific cases affecting the department;  
Advises on general questions of liability, legal alternatives, and various aspects of State, Federal, and City law;  
Litigates and prepares cases in matters involving the City;  
Prepares legal actions for negotiation, trial, and other matters;  
Conducts legal research;  
Keeps abreast of city, state, and other rules, regulations, and policies regarding the City.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**  
Thorough knowledge of the principles and practices of law; thorough knowledge of the functions and administrative activities of the City; ability to analyze, appraise, and properly apply legal principles, facts and precedence to legal problems; ability to efficiently gather information by interview and investigation; ability to establish and maintain effective relationships with officials and employees; integrity; good judgment; accuracy; tact and courtesy. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**  
Eligibility for admission to practice as an Attorney and Counselor at Law before the courts of the State of New York at the time of application; admission to the Bar of the State of New York at the time of appointment. Incumbent must comply with continuing legal education requirements.

NOTE: Proof of current registration with the New York State Office of Court Administration must be provided at the time of appointment and remain current throughout appointment.

**Applications:**  
Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

*For more information about this position, please call the Corporation Counsel at (315) 792-0172.*

Applicants must be residents of the City of Utica.

**THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**  
It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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