



Assistant Law Director/ City Attorney

[Norwood, OH](#)

Job Type

Full-time

Description

The Assistant Law Director's (ALD) (City Attorney) is the full-time City attorney advising and representing the City of Norwood, under the direction of the elected Law Director. The position requires productive working relationships with elected and appointed officials (of both parties), employees, and boards. The ALD researches and provides legal opinions and guidance, prepares legislation for Council's consideration, and the weekly prosecution of all cases brought in Norwood Mayor's Court, plus transfers to Hamilton County Municipal Court and appeals. The ALD also represents the City in suits and court appeals from administrative decisions.

The ALD position involves addressing a wide range of legal issues, and the ability to quickly research and respond on unfamiliar topics. The ideal candidate will have some experience in many of the following areas:

Litigation

Public Records and Open Meetings

Zoning and Development Law

Legislative Interpretation and Drafting

Ohio Municipal Law

Criminal Procedure

Administrative Law

Public Contracting

Requirements

QUALIFICATIONS:

Graduation from an accredited four-year college or university and a Juris Doctorate or equivalent degree from an accredited law school and demonstrated work experience providing professional legal advice in compliance matters including Ohio's Public Records (ORC 149.43) and Open Meetings (ORC 121.22) Laws, and HIPAA, in drafting compliant and enforceable legislation, in representing the interests of the City in civil matters and in the prosecution of

misdemeanor criminal, and traffic cases, including DUI/OVI; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid driver's license and must remain insurable under the City's vehicle insurance plan. Must be a member in good standing of the Bar of the State of Ohio. Must be licensed to practice law in the State of Ohio. Admissions to the United States District Court for the Southern District of Ohio and the United States Court of Appeals for the Sixth Circuit are preferred.

Additional work function details:

1. Prosecutes all misdemeanor and traffic cases for the City; prepares cases for trial, including interviewing witnesses, victims, and law enforcement officers; drafts all pre-trial documents, including pleadings for sentencing, motion hearings and court trials; appears in court against the accused and presents evidence to judge or jury; examines and cross-examines witnesses to ascertain facts of the case and negotiates plea agreements when appropriate.
2. Reviews some investigations within the jurisdiction to determine if criminal charges are warranted and the nature of such charges.
3. Conducts research, drafts, and argues appellate pleadings and cases before the appellate court.
4. Prepares and reviews City contracts and City legislation, including ordinances and resolutions. Present and attend meetings as needed.
5. Provides legal advice to City elected officials, boards, department heads and employees in their City duties; serves as contact person and legal advisor to law enforcement officers.
6. Assists the Director of Law in the Operation of the Office of Director of Law.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as required; due to the nature of the job, when scheduled for on-call assignment, the employee must be available to return to work after normal work hours or on weekends and/or holidays when called to do so.

<https://recruiting.paylocity.com/recruiting/jobs/Details/4053582/City-Of-Norwood-Ohio/Assistant-Law-Director-City-Attorney>