

NOTICE OF VACANCY

Title: Assistant Corporation Counsel

Salary: \$85,000–\$115,000 (Annual)
Salary range provided is for an admitted attorney, commensurate with experience

Classification: Exempt

The City of Kingston is seeking an experienced applicant for the position of Assistant Corporation Counsel.

Ours is a tiny office that delivers big wins for a city on the cutting edge of progressive reform. We are creative problem solvers who work closely with elected officials, transforming lofty ideals into measurable change and enforceable standards. In just the last 12 months, we have prevailed in uncomplicated but meaningful City Court trials, contentious land use disputes, and complex appellate litigation. We recently helped lawmakers revise zoning provisions, voting districts, and tax programs. We also successfully defended our city's groundbreaking rent stabilization law in the N.Y. Court of Appeals.

Distinguishing Features of the Job: Work assignments are distributed by the Corporation Counsel and involve research into all areas of State and local government law, as well as motion practice in State and federal courts. The attorney must demonstrate a high degree of flexibility, self-motivation, sound legal judgment, and capacity for professional growth.

Typical Work Activities:

- Researching novel legal issues
- Developing facts and formulating legal strategies in collaboration with non-lawyer experts
- Independently preparing first drafts of court documents
- Reviewing and revising municipal contracts
- Representing the City in local, State, and federal courts
- Providing real-time support during board and committee meetings

Knowledge, Skills, Abilities

- Intellectual curiosity, tenacity, and problem-solving skills
- Ability to thrive in a fast-paced environment
- Discretion
- Comfort with cross-cultural communication

Applications:

Resumes will be accepted at the Kingston Civil Service Office located at 420 Broadway, Kingston, New York 12401. A resume can be mailed to that address, dropped off in person, or emailed to rkimble@kingston-ny.gov. Resumes will be received until the vacancy is filled.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer