

**ASSISTANT
CITY
ATTORNEY**

**Non-Union
Position**

The City of Champaign seeks experienced candidates for the position of **Assistant City Attorney** in the Legal Department. In this position, you will join an in-house legal team that works closely with all City Departments in a wide variety of legal areas. The City has a Council-Manager form of government.

Responsibilities of Position

Responsibilities include, but are not limited to: advising government officials regarding civil legal areas and areas of local government law; managing, evaluating, and trying cases, including ordinance enforcement, small claims, worker's compensation, and civil defense; evaluating and preparing written legal opinions; preparing and reviewing legal documents, including those related to contracts, legislation, real estate and other areas of municipal regulation; contract development, review and negotiation, including labor negotiation; real estate transactional work; and supervising or managing employees.

Required Qualifications

- Licensed to practice law in the State of Illinois.
- Superior interpersonal, oral, and written communication skills.
- Legal research expertise.
- Experience in civil practice areas.

Preferred Qualifications

- Substantial recent experience in a broad range of municipal law or closely related governmental or civil matters, or any equivalent combination of experience and training.
- Experience negotiating or drafting contracts.
- Broad range of skills in real estate, real estate development and eminent domain.
- Experience in ordinance prosecution and/or other high volume litigation areas, such as collections.
- Litigation experience including civil or administrative litigation (including worker's compensation) and civil appeals (not prosecution or small claims).
- In-house legal experience.
- Evidence of commitment to public service.

Drug screening and criminal background check will be required. The annual starting salary range is \$81,944 - \$93,231, DOQ, plus an excellent fringe benefits package. **Applications, including cover letter, must be submitted online no later than Sunday, November 27, 2016.**

The City's mission is to provide responsive, caring, cost-effective service in partnership with our community. The following values guide our work: Personal Integrity, Responsibility, Respect, Teamwork, Results.

To apply, visit the City's Online Hiring Center at www.champaignil.gov/jobs.



The City of Champaign is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply. The following locations offer free Internet access and assistance: Champaign Public Library, the Illinois WorkNet Center and City of Champaign City Building.