

**DEPUTY CITY SOLICITOR  
CLASS SPECIFICATION**

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| <b>CLASS TITLE:</b> | <b>DEPUTY CITY SOLICITOR</b> | <b>JOB CODE:</b>   |
| <b>DEPARTMENT:</b>  | <b>LEGAL</b>                 | <b>DATE: 07/09</b> |
| <b>REPORTS TO:</b>  | <b>CITY SOLICITOR</b>        |                    |

**JOB SUMMARY:**

Under the general direction of the City Solicitor, provides legal services to city departments and the City Council.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Provides legal representation for City in legal proceedings to which the City is a party.

Advises the City Council, City Manager, department heads, and other city personnel on legality of proposed actions.

In the absence of the Solicitor provides legal advice to the City Council during meetings.

Reviews and prepares contracts, bids and proposals, ordinances, deeds and easements, lease agreements or other real estate related documents or agreements.

Prepares and tries tax abatement appeals.

Represents the City in labor contract negotiations. PELRB hearings and labor arbitration hearings.

Provides legal research and assistance to the City Manager, his staff and Department Heads.

Performs other related duties as assigned by the Solicitor.

**MATERIAL AND EQUIPMENT USED:**

Computer                      NH Revised Statutes, Law Books and City Ordinances

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Juris Doctorate; and four years legal experience; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Member of the State Bar Association

First Circuit Court of Appeals Bar (desirable)      Federal District Court Bar (desirable)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Local Government legislative process.

State and Federal laws relating to local government operations, including real estate assessing and property appraisal.

Methods and techniques of legal research and information research, analysis and report presentation.

Principles, practices and procedures of labor law, collective bargaining agreements, real estate law, tax law (especially NH property law), and litigation.

**Skill In:**

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of information, data, and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols.

Preparing clear and concise reports, correspondence and other written materials.

Negotiating with opposing parties.

**Mental and Physical Abilities to:**

Communicate clearly and effectively, both orally and in writing.

Independently assimilate facts and draw sound conclusions.

Speak effectively before public groups and respond to questions.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports, correspondence, procedure manuals in a timely manner.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, talk, and hear.

**Working conditions:**

Work is performed in an office. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.