

# **Contract Staff Attorney**

The City of Waterbury is seeking a full-time Staff Attorney with transactional experience to work in the Office of the Corporation Counsel under the direction of the Corporation Counsel. The ideal candidate will have strong contract drafting and negotiation skills; be confident and highly motivated; have excellent communication, research, and writing skills; and have the ability to learn quickly in a fast-paced environment. Familiarity with government contracts and procurement procedure is beneficial. The position offers a competitive salary and benefits package.

## **Job Responsibilities Include:**

- Advising and representing a municipality and its departments, boards, and commissions, and appearing before boards and commissions as requested.
- Drafting and reviewing contracts, grants, and leases.
- Negotiating terms and conditions with contractors, vendors, and others as needed.
- Reviewing grant applications, grant contracts, and related documents.
- Ensuring accuracy, completeness, and compliance with appropriate laws, rules and regulations pertaining to contracts, grants, and leases.
- Preparing and analyzing a wide variety of legal documents.
- Conducting research and preparing sound legal opinions in accordance with applicable statutes and case law and the City's Charter, regulations, codes, ordinances, and policies.
- Performing other duties as assigned.

## **Skills/Abilities:**

- Ability to draft, negotiate, and interpret contracts, grants, and leases.
- Ability to communicate clearly and concisely, verbally and in writing.
- Excellent attention to detail and organizational skills.

**Salary Range:**           **\$95,000 - \$130,000**

## **Education/Training:**

- Juris Doctorate from an accredited law school.
- Admitted to practice in the Courts of the State of Connecticut.
- A minimum of two years' experience, including experience drafting and negotiating contracts and other transactions, is preferred.

## **How to Apply:**

- Contact Address:     City Hall, 235 Grand Street, Third Floor, Waterbury, CT 06702
- Contact Phone:       203 574-6731
- Email:                 [corpcounsel@waterburyct.org](mailto:corpcounsel@waterburyct.org)
- Best Method of Contact:     E-mail