



THE CITY OF PATERSON

Job Posting

Job Title:	ATTORNEY	Job Category:	UNCLASSIFIED
Department/Division	LEGAL	Job Code	05269/87
Location:	155 Market Street, Paterson, NJ 07505	Travel Required	LOCAL
Level/Salary Range:	\$80,000.00	Position Type:	Full-Time
Contact:	Eugenia Byfield	Posting Period	03/19/2021 – 04/02/2021

Resumes & Applications are accepted via regular mail, fax or e-mail.

Fax or E-mail:

973-321-1325

hrinfo@patersonnj.gov

Attention: **ATTORNEY**

*(Tasks noted within this description are not all-inclusive. Other related tasks will be assigned)

Regular Mail:

Eugenia Byfield, Personnel Officer,
Division of Human Resources (Personnel)
City of Paterson, 125 Ellison St., Suite 300,
Paterson, NJ 07505

Job Description

Roles and Responsibilities

Under direction of the Corporation Counsel, the successful candidate will assist in civil litigation, employment and personnel matters, code enforcement and proceedings related to collections, demolitions, and foreclosures, and development of redevelopment agreements. They will also be responsible for full case preparation including trial and motion practice in administrative, state and federal courts.

***(This position involves legal research and providing advice to City departments on a variety of legal issues, including due process and state law compliance.)**

Requirements

NOTE: Applicant will be required to submit two (2) writing samples along with (3) references.

PREFERENCE: Three (3) – five (5) years of civil litigation experience.

LICENSE: Appointees will be required to possess a license to practice law in the State of New Jersey.

LANGUAGE: Bilingual preferred.

Knowledge & Abilities

- Knowledge of local ordinances, state and federal laws and established precedents.
- Knowledge of court procedures and rules of evidence and skill in preparing and trying cases.
- Ability to establish and maintain satisfactory working relations with government officials, attorneys and other professionals, law enforcement and the general public.