

Assistant City Attorney

The Camden City Attorney's Office is seeking an Assistant City Attorney to join our team. If you are looking for a challenging, dynamic, and fast paced environment to practice law, the Camden Law Department is for you. We are looking for innovative problem solvers, exceptional legal thinkers, and team players to represent one of America's historic cities. This is important, rewarding and hard work.

The municipal law portfolio covers a wide variety of practice areas. As a member of our team, you can expect to handle multiple legal matters simultaneously. The day-to-day responsibilities for the Assistant City Attorney position include:

- **Providing legal representation to the City in judiciary and administrative proceedings, including trial and appellate work. Serve as "first chair" litigator and manage a significant caseload.**
- **Preparing pleadings, participating in the preparation of cases for litigation, coordinating with outside counsel, and negotiating the settlement of disputes.**
- **Advising and counseling City officials and agencies regarding government contracting, commercial contracting, municipal law, and related topics;**
- **Negotiating transactions and drafting contracts;**
- **Drafting and interpreting City ordinances, rules and regulations, and charter requirements;**
- **Conducting and/or supervising legal research;**
- **Assisting attorneys working in specialized areas with research and other related activities;**
- **As assigned by the City Attorney, providing City officers and employees with counsel and advice and formal legal opinions on complex matters, in specialized legal areas;**
- **Preparing timely and appropriate responses to inquiries from the general public about public information and municipal regulations and procedures.**
- **Facilitates major property acquisitions for City projects, including title work, document preparation and condemnations; and**
- **Performing other related duties as assigned or requested**

Required Skills

- **Persuasive oral and written communicator**
- **Meticulous legal researcher**
- **Detail oriented**
- **Proficient in a fast paced environment working on multiple tasks**
- **Organized**

Minimum qualifications

- **Juris Doctor (J.D.) Degree from an ABA Accredited Law School.**
- **Admitted in good standing to practice Law in the State of New Jersey or able to obtain admittance within 1 year.**
- **Minimum 2-5 years of experience in municipal law, tort litigation, criminal prosecution, or complex transactional law.**

Preferred skills and qualifications

- **5-7 years of experience in municipal law, tort litigation, criminal prosecution, or complex transactional law.**
- **Significant trial experience in New Jersey a plus.**

Please send your resume and cover letter via email to Daniel S. Blackburn, City Attorney, at dablackb@ci.camden.nj.us.