

Assistant City Attorney, Municipal Prosecutor

The Camden City Attorney's Office is seeking an Assistant City Attorney with experience as a municipal prosecutor and the broader municipal law portfolio. The ideal candidate is a lawyer with experience prosecuting and defending cases in New Jersey State and Municipal Courts. In addition to work as a Municipal Prosecutor, the attorney may also be tasked to handle any matter dealing with the municipal law portfolio including, tort claims, contracts, drafting and reviewing ordinances and resolutions, land use, environmental law, and providing general legal advice to the City of Camden staff.

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:

- **Serve as a Municipal Prosecutor in Municipal Court**
- **Draft legal opinions on various issues, including novel public policy matters.**
- **Act as lead counsel or assist with civil litigation matters. Preparing pleadings, participating in the preparation of cases for litigation, coordinating with outside counsel, and negotiating the settlement of disputes.**
- **Monitor the performance of City contracts.**
- **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.**
- **Preparing timely and appropriate responses to inquiries from the general public about public information, municipal regulations and procedures.**
- **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. Federal Court admission is a plus.**
- **Minimum 2-5 years of experience in municipal and environmental law.**

Preferred skills and qualifications

- **5-7 years of experience in municipal and environmental 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@camdenj.gov.