

# City of Claremont, New Hampshire Position Description

<b>Position Title:</b>	City Solicitor	<b>Union/Merit:</b>	Merit
<b>Reports to:</b>	City Manager	<b>Grade Level-Points:</b>	12 - 951
<b>Department:</b>	Executive/Policy	<b>Revised/Updated:</b>	04/10/05
<b>FLSA Status:</b>	Exempt		

## Job Summary

Under policy direction, acts as legal advisor to the City Council, City Administrative Staff, and various boards and commissions of the City; represents the City in litigation; directs the City's legal services; and to do related work as required.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Renders legal opinions to the City Council, City Manager, and Department Heads as requested
2. Analyzes legislation affecting the City
3. Prepares legislation, contracts, agreements and other legal documents
4. Reviews the legality or sufficiency of contracts, bonds, bids, leases, insurance, and claims
5. Attends meetings of the City Council, Planning Commission, and various committees and boards as required and renders legal advice on matters on the agenda
6. Represents the City in law suits and administrative hearings
7. Prosecutes criminal violators of City laws and civil remedies to abate public nuisance, recover for damages to City property, condemns private property for public purposes and other matters
8. Supervises and reviews the work of secretarial staff regarding legal issues
9. Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs.
10. Performs other related duties as assigned.

## Peripheral Duties

Attend council meetings as required and/or requested.  
Perform the duties of subordinate personnel as needed.  
Analyze and recommend improvements to equipment and facilities, as needed.  
Participate in various committees as requested by the City Manager.

Page 1 of 5

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting walking and standing and should not be construed that all jobs are 8 hours.

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## Desired Minimum Qualifications

### *Education and Experience:*

Possession of a Juris Doctorate degree from an accredited law school.

Admission to the Bar of the State of New Hampshire and ability to maintain it as a condition of continued employment.

Five (5) years of experience in the practice of law for a governmental jurisdiction, preferably a municipality.

### *Necessary Knowledge, Skills and Abilities:*

#### Knowledge of:

- Extensive knowledge of organizations, duties, powers, limitations and authority of City government and the State Attorney's office, New Hampshire codes and principles of administration and constitutional law.
- Extensive knowledge in the methods of legal research.
- Extensive knowledge of purposes and functions of governmental agencies, boards, commissions and other governmental bodies
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

#### Ability to:

- Perform legal research
- Evaluate facts and interpret the law in individual cases
- Investigate and prosecute civil complaints
- Analyze and apply legal principles, facts and precedents to legal problems
- Present laws, facts and arguments clearly and logically in written and oral form
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

#### Skills in:

Page 2 of 5

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- The use of the tools and equipment listed below.

### **Supervision Received**

Works under the broad policy guidance and direction of the City Manager.

### **Supervision Exercised**

An incumbent may or may not supervise others, but in any event the element of supervision is minimal, usually not more than two subordinate employees being involved. Because the incumbent does make decisions that are far-reaching, the work directly impacts the management of the entire agency.

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Licensing & Certification**

State of New Hampshire Bar

Must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

### **Tools & Equipment Used**

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/inserter, microfilm/fiche reader, computer mouse.

**Typical Work Environment:**            Inside: 90%                      Outside: 10%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

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The incumbent's working conditions are typically quiet.

Page 4 of 5

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## Physical Activity Requirements

### Primary Physical Requirements

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<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

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<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

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<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

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### Other Physical Considerations

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<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

### During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

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