



CURRENT VACANCY

POSTING DATES: December 22, 2017

THROUGH: January 10, 2018

JOB TITLE:	Traffic Prosecutor (Municipal Attorney I)
SALARY RANGE:	\$61,469 to \$81,048/Annually
DEPARTMENT/BUREAU:	Finance / Traffic Violations Agency

TYPICAL WORK ACTIVITIES:

Conducts legal research and renders legal opinions;
Assists in service as legal counsel to various City departments or City employees acting in an official capacity;
Drafts and reviews all legal documents to which the City is a party;
Assists in defending the City against claims and lawsuits brought against it;
Enforces the City's laws by instituting appropriate legal action and carrying the matter through all stages of litigation;
Assists in representing the City in negotiations with a variety of other parties, including vendors, contractors and labor unions;
Performs legal work necessary for the sale and purchase of Real Estate;
Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a law school of recognized standing and admittance to practice in New York State.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Wednesday, January 10, 2018. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE AND DESCRIBES ALL RELEVANT EXPERIENCE.** APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

CITY RESIDENCY IS REQUIRED WITHIN ONE YEAR OF HIRE

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

A handwritten signature in black ink that reads "T. Miller".

Thomas Miller, Principal Staff Assistant

EEO/Americans with Disabilities Act Employer