

1/9/2024

Job Posting

POSITION: Assistant General Counsel

LOCATION: Dartmouth House of Correction
400 Faunce Corner Road
North Dartmouth, MA. 02747

PAY GRADE: Non-Union
\$90,000 - \$95,000

HOURS: 40 hours/week

DAYS OFF: SAT/SUN

GENERAL DUTIES AND RESPONSIBILITIES:

1. See Attached Job Description.

Represents department in litigation, researches legal issues and prepares memoranda on pertinent legal topics as assigned by the General Counsel; performs related work as required.

TO APPLY:

Those who are interested in this position must submit a letter of interest and resume to the Human Resources Division at caitlindemelo@bcso-ma.org. Letters of interest and resume's will be accepted until the position is filled.

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, age, gender, ancestry, military status, religion, handicap, disability, genetics, gender identity, gender expression, military status, national origin, religion, disability, sexual orientation or any other protected class.

PLEASE POST

1.	Title Assistant General Counsel	Agency Bristol County Sheriff's Office
2.	Agency Code Non Union	Salary Grade \$90,000 - \$95,000
		Date Prepared 05/23
3.	<u>General Statement of Duties and Responsibilities:</u> Represents department in litigation, researches legal issues and prepares memoranda on pertinent legal topics as assigned by the General Counsel; performs related work as required.	
4.	<u>Supervision Received: (Title of Supervisor)</u> Performs duties under the direction of the General Counsel	
5.	<u>Supervision Exercised: (Titles of Persons Supervised)</u> Provides guidance and assistance to interns, paralegals, and administrative staff assigned to the General Counsel's Office	
6.	<u>Duties and Responsibilities:</u> <ol style="list-style-type: none"> 1. Represents the Sheriff, the Department and departmental employees in litigation filed in federal and state courts and before administrative agencies 2. Responsible for all aspects of case management, from the commencement of the action through the appellate process, on cases assigned by the General Counsel 3. Acts as a special hearing officer on discipline proceedings and fact finding hearings as appointed by the General Counsel 4. Represents the Department in various labor relation, negotiations and arbitration proceedings 5. Reviews correspondence from opposing counsel and responds appropriately 6. Assists in the review, drafting and compilation of contract documents 7. Assists in the review, drafting and compilation of departmental policies 8. Researches and drafts legal memoranda regarding legal issues relating to the Department 9. Investigates and reports on incidents/issues as assigned by the General Counsel 	

10. Responds to public record requests and civil subpoenas sent to the Department
 11. Flexibility and ability to learn and perform new duties and skills as assigned;
 12. Performs such additional duties as the Sheriff or designee may assign from time to time
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7. **Qualifications:**

1. J.D. from ABA Accredited law school
 2. Considerable knowledge of Massachusetts Court systems
 3. Familiarity with the criminal justice system
 4. Ability to communicate effectively both in oral and written form
 5. Skilled interviewer
 6. Ability to present effective oral arguments
 7. Ability to perform legal research and prepare memos and briefs
 8. Litigation experience
 9. Admission to the Massachusetts Bar; eligible for admission to Federal Bar
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8. **Essential Functions:**

1. Represent the Department in assigned legal matters
2. Conduct legal research and draft legal memoranda and briefs
3. Effectively prepare and present assigned cases, prepare witnesses, cross-examine opposing parties, and present oral arguments
4. Conduct necessary depositions
5. Regular, punctual and predictable attendance at assigned workplace, courthouse, and at scheduled meetings
6. Knowledge of, compliance with, and enforcement of Department policies and procedures

7. Knowledge of, and compliance with court rules, procedures, and deadlines
 8. Maintain good standing in Massachusetts and Federal bar
 9. Compliance with security procedures
 10. Participate in mandatory training
 11. Obey moderately complex oral and written orders
 12. Communicate effectively both orally and in writing
 13. Able to independently initiate a project, execute the necessary steps, and complete in a timely and effective manner
 14. Deal calmly and effectively with stressful situations, including emergencies
 15. Exercise good judgment
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9. **Minimum Physical Requirement for Essential Functions:**

1. Sit or stand periodically for 8 hours
2. Appear and perform in courtroom
3. Lift up to 25 pounds
4. Carry up to 25 pounds
5. Climb stairs occasionally
6. Walk short distances
7. Use a personal computer and e-mail
8. Write and type