

Part-Time Assistant Law Director

The City of Massillon Law Department is seeking a part-time Assistant Law Director in its Civil Division. Pursuant to R.C. §124.11(A)(11), this is an unclassified position. The successful candidate will serve at the pleasure of the Law Director as an unclassified and at-will employee. The successful candidate will work under the direction of and in conjunction with the Law Director and the Chief Counsel.

This position provides legal counsel on a wide array of civil matters to Massillon City Council and all City of Massillon officers, boards, and commissions. The successful candidate will have strong analytical, legal research, and legal writing abilities, as well as disciplined work habits and the ability to work well with others. The successful candidate will be expected to perform competent and diligent legal work in areas including, but not limited to, the following:

- Annexations
- Appropriations (Eminent Domain)
- Bankruptcy
- Building Code Enforcement
- Civil Litigation
- Contracts (Drafting, Legal Review, Etc.)
- Income Tax Code Enforcement
- Legislation (Drafting, Legal Review Etc.)
- Property Damage Claims (Potholes, Sewer Backups, Etc.)
- Public Records Requests and Civil Subpoenas
- Zoning Code Enforcement

The successful candidate will also be expected to perform other duties, as assigned by the Law Director or Chief Counsel. Attendance of City Council meetings and other public meetings held after normal business hours may be required on occasion.

Interested candidates should submit a cover letter, resume, and list of at least three (3) professional references to Jodi DeStefanis, Director of Civil Service & Equal Employment, at jdestefanis@massillonohio.gov