



Job Posting

City of Mishawaka
600 East Third St
Mishawaka, IN
46544

POSITION: Deputy City Attorney

DATE POSTED: 12/02/2015

DEPARTMENT: Law

DATE CLOSED: 01/08/2016

SALARY: \$49,300 - \$58,000

HOURS: 8:30 am to 4:45 pm

DEFINITION: As established in Indiana Code 36-4-9-11(a), the City Attorney is the first deputy to the Corporation Counsel.

ESSENTIAL FUNCTIONS

1. Assist Corporation Counsel as general counsel to the Board of Public Works and Safety, Board of Utilities, all City departments and Mishawaka Utilities.
2. Respond to claims against the City.
3. Review contracts.
4. Advise the City's Animal Control Commission and support the Humane Society of St. Joseph County as the City's Animal Control Agency.
5. Respond to requests from the public made under the Indiana Access to Public Records Act (Indiana Code 5-14-3)
6. Prosecute violations of Municipal Code of Mishawaka.
7. Represent the City in code enforcement hearings.
8. Issue Notices of Abatement on behalf of the City.
9. Respond to requests for discovery issued to City departments and employees.
10. Respond to unemployment insurance notices for former employees.
11. File and record liens and easements.
12. Conduct legal research.
13. Provide updates to developments on legislation relevant to the City.

QUALIFICATIONS:

1. Juris Doctor from an accredited law school.
2. License to practice law in Indiana
3. Valid driver's license.

PHYSICAL REQUIREMENTS: 80% sitting, 20 % driving and walking.

APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources
City of Mishawaka
600 East Third Street
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: humanresources@mishawaka.in.gov

Please be sure to indicate the position you are applying for in your cover letter and resume.