

# CITY OF STEUBENVILLE

## JOB OPENING

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There is a **full-time** position open in the **LAW DEPARTMENT** for a **Law Director**.

**DUTIES:** The Law Director shall prosecute or defend all suits for or against the City and shall prepare all contracts, bonds and other instruments in writing in which the City is concerned and endorse on each his or her approval of the form and correctness thereof. Further, the Law Director shall prepare all ordinances and resolutions. He or she shall give written opinions when requested and file a copy with the City Manager. The Law Director shall be the Prosecuting Attorney for the City. He or she may appoint additional Assistant Law Directors as positions are created by Council. With the authorization of Council, the Law Director may retain the services of Special Council to represent the City of Steubenville as necessary. He or she shall perform all other duties now or hereinafter imposed upon Law Directors by the General Laws of Ohio and such other duties as may be required by this Charter and/or as Council or the City Manager may impose upon him or her consistent with the office.

**QUALIFICATIONS:** The Law Director shall be a qualified elector of the City of Steubenville for at least one (1) year prior to his or her appointment and continue to be a qualified elector while serving as Law Director. Additionally, the Law Director must be admitted to the practice of law in the State of Ohio and have been actively engaged on a full time basis in the practice of law therein for a period of four years or more prior to his or her appointment. The Law Director must also be admitted to the practice of law in the United States District Court, Southern District of Ohio. The Law Director may not engage in any activity which would be in conflict with his or duties.

**COMPENSATION:** The Council shall determine the salary of the Law Director and also of any such assistants as they may choose to provide for him or her.

**HIRING PROCESS:** A letter of interest, resume and a minimum of five professional references will be accepted for this position at [citymanager@cityofsteubenville.us](mailto:citymanager@cityofsteubenville.us) or by mail to the City Manager, 115 S. 3<sup>rd</sup> St., Suite 103, Steubenville, OH 43952 by **Monday, March 20, 2017**.

The City of Steubenville is an EQUAL OPPORTUNITY EMPLOYER.