

CITY ATTORNEY -- CHARLOTTE, NC

The City of Charlotte (state's largest city with population of approximately 860,000) seeks a highly experienced attorney to serve as City Attorney, the City's chief legal advisor and advocate.

Major Duties and Responsibilities

The Office of the City Attorney provides legal advice and representation to the Mayor, City Council, City Manager and other City departments, agencies, officials and employees on a broad range of issues. The City Attorney is appointed by and reports to the Mayor and City Council (11 members).

Key responsibilities include:

- Leading and directing the Office of the City Attorney (22 attorneys, plus an office manager and seven paralegals and legal assistants)
- Preparing and managing the department budget
- Overseeing all litigation, including coordinating with outside counsel
- Researching and preparing oral and written legal opinions for the Mayor, City Council, City Manager, Department Heads, staff, committees, boards and commissions
- Drafting and reviewing proposed ordinances, resolutions, proclamations, policies and procedures, and contracts for consideration by the Mayor and City Council, to ensure compliance with applicable laws and requirements

Minimum Qualifications

Juris doctor degree from ABA accredited law school; at least ten years of relevant experience; licensed to practice law in NC or eligible for comity licensure; broad knowledge of state, federal and local laws and ordinances, rules and regulations, particularly with respect to municipal operations and regulatory functions; knowledge of judicial procedures and rules of evidence; and highly skilled in legal research, drafting legal documents, ordinances and opinions, and providing legal advice in public and private.

The ideal candidate will bring extensive experience that includes a broad legal background and demonstrated understanding of municipal law and operations. He/she will have a sharp, analytical and strategic legal mind with sound professional judgment, and be an effective leader, an ethical and responsive public servant, and highly respected in the legal community.

To Apply

Send letter of interest and resume via email to: Ellis Hankins, Senior VP, The Mercer Group, Inc., at charlottecityattorney2018@gmail.com, or request recruitment brochure. Review of applications begins Nov. 12, 2018. Expected starting salary in the range of \$217,000 DOQ, attractive benefits. EOE, City values diversity.

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