

Rec. No: 24-Assistant City Attorney

Job Title: Senior Assistant City Attorney/Assistant City Attorney I/II - Worker's Compensation

Department: City Attorney

**City Information:**

The City of West Palm Beach is a municipality where high performers blossom and operational excellence is a hallmark. To maintain and build upon its stellar workforce, the City is strongly committed to providing its employees with competitive salaries that are at or above market and comprehensive health and retirement benefits that are second to none. In furtherance of these goals, the City has implemented a new salary structure in which all non-public safety pay ranges and minimum starting salaries were increased by 7%. Additionally, all City positions including on-call and part time positions have a minimum hourly starting rate of \$17.00 or higher. Certain non-public safety positions may qualify for hybrid work arrangements under specific conditions. If you are a high performer, seeking an opportunity to blossom and grow, we have a place for you in our workforce. We invite you to join our team – apply today!

The City of West Palm Beach (pop. 117,286 – 2021) with its sunny, palm-lined streets, scenic waterfront views, quaint shopping districts, historic neighborhoods and year-round outdoor festivals is a slice of paradise. Among the City's many attributes is an active and vibrant downtown and waterfront that serves to host a variety of nationally recognized cultural and leisure activities for residents and visitors alike.

Incorporated in 1894 and encompassing over 55 square miles, the county seat of Palm Beach County is one the fastest growing areas in the country. The City offers a dynamic setting in which to live, work, play and enjoy all the attributes of South Florida living. Our ethnically and culturally diverse community and workplace are the bedrock of our strength and resilience.

Explore the many opportunities available for joining our diverse and winning team!

**Summary:**

### **Senior Assistant City Attorney**

Works independently and assists the City Attorney and Deputy City Attorney in the provision of legal services to the City, including the Mayor, City Commission, City departments and all City agencies, Boards and Committees; and performs other related duties as assigned. One of the position's primary responsibilities will be providing litigation related services to the City with an emphasis on representing the City in Worker's Compensation claims; may supervise work of subordinate employees.

### **Assistant City Attorney II**

Works independently with minimal guidance and assists in the provision of legal services to the City, including the Mayor, City Commission, City departments and all City agencies, Boards and Committees; and performs other related duties as assigned. One of the position's primary responsibilities will be providing litigation related services to the City with an emphasis on representing the City in Worker's Compensation claims; may supervise work of subordinate employees.

### **Assistant City Attorney I**

Under general guidance of a more senior attorney, assists in the provision of legal services to the City, including the Mayor, City Commission, City departments and all City agencies, Boards and Committees; and performs other related duties as assigned. One of the position's primary responsibilities will be providing litigation related services to the City with an emphasis on representing the City in Worker's Compensation claims; may supervise work of subordinate employees.

### **Salary:**

### **Senior Assistant City Attorney**

Depending on qualifications the starting salary for this position will be in the range of \$125,513 - \$188,259 (min-max)

## **Assistant City Attorney II**

Depending on qualifications the starting salary for this position will be in the range of \$114,103 - \$171,152 (min-max)

## **Assistant City Attorney I**

Depending on qualifications the starting salary for this position will be in the range of \$103,729 - \$155,594 (min-max)

Benefits: Health, Vision, and Dental Insurance, Basic Life Insurance, Long Term Disability Insurance, Defined Contribution Plan (401a) with employer match (6.5%); 12 holidays, accrued vacation, and sick time.

Management Category II Benefits: Four (4) Days of Management Leave per Year and additional \$50,000 life insurance policy.

## **Qualifications:**

### **Senior Assistant City Attorney**

Juris Doctorate and eight (8) years of progressively responsible legal experience in Worker's Compensation claims and litigation. Five (5) years of local government legal experience is highly desirable. A valid Florida driver's license is required. Member of the Florida Bar in good standing is required.

### **Assistant City Attorney II**

Juris Doctorate and five (5) years of progressively responsible legal experience in Worker's Compensation claims and litigation. Three (3) years of local government legal experience is highly desirable. A valid Florida driver's license is required. Member of the Florida Bar in good standing is required.

## **Assistant City Attorney I**

Juris Doctorate and three (3) years of progressively responsible legal experience in Worker's Compensation claims and litigation. A valid Florida driver's license is required. Member of the Florida Bar in good standing is required.

### **Education Requirements**

To be considered valid (or verified) for position qualification purposes, and consistent with City Hiring Policy 4-5, a High School, GED or equivalent diploma, and all higher education degrees or certifications must have been issued by:

- a) a public education institution in the State of Florida or any State or Territory of the United States; or
- b) an institution accredited by an accrediting organization that is recognized by the Florida Department of Education or the U.S. Department of Education; or
- c) an institution that is accredited by an organization that is recognized by the Council for Higher Education Accreditation (CHEA); or
- d) an institution whose degree or certification is accepted by institutions identified in either a, b or c above for the purpose of admission to institutions identified in either a, b, or c above.

International degrees will be evaluated to determine if they satisfy qualification requirements.

### **Additional Details:**

The selection process for this position may consist of any, all or a combination of the following tests: evaluation of training and experience, written examination, structured oral interview or other assessment method.

State of Emergency: When normal operations of City departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the City. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. Employees deemed critical by the City but not needed for the initial preparation and/or continuation of emergency operations or for special work detail may be directed not to report to work, and given paid administrative leave or they may be reassigned to another location that best meet the needs of the City.

**How To Apply:**

If you are interested in applying for this position you may apply online at [www.wpb.org](http://www.wpb.org). Applications must be received in Human Resources by the closing date.

The City of West Palm Beach is an equal employment opportunity employer. The City values the service of veterans to our country, supports recruitment of veterans and veterans' preference will be given in accordance with Chapter 295 of the Florida Statutes for those who met the minimum requirements of the position. Background investigation, physical, and drug and alcohol screening is required as condition of employment.