

Contract Attorney - (200006YX)

Official Title: Attorneys/Legal Services

Functional Title: Contract Attorney

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Legal Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Oct 20, 2020, 11:55:06 AM

Number of Openings: 1

Salary: \$39.25 - \$40.51 Hourly

Confidential: No

The Department of Housing and Community Development (DHCD) is seeking a contract attorney for a one-year period with an estimated start date of 11/01/20 and end date of 10/30/21 to provide legal services and support to DHCD staff with a primary focus on land use and administrative law.

The ideal candidate possesses exceptional analytical and communication skills, takes initiative, and has demonstrated ability managing and prioritizing multiple assignments and meeting tight deadlines. He/she has excellent writing, legal research, and advocacy skills, with good judgment in making decisions and offering advice. The ideal candidate has knowledge of the Chapter 40B program, Chapter 40A and other state and local land use statutes and ordinances and/or has prior experience serving as a neutral administrative hearing officer in complex adjudicatory hearings. Lastly, he/she has demonstrated proficiency using Microsoft (MS) Word, Excel and PowerPoint.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive; duties may vary depending on the level of experience of the successful candidate):

1. Performs legal research and drafts memoranda, decisions, orders, regulations, guidelines, reports, correspondence, and other written materials for the Housing Appeals Committee.
2. Drafts detailed written rulings and decisions identifying the pertinent facts and applying the law to the facts
3. Provides written and oral legal advice to DHCD staff and the Housing Appeals Committee relative to compliance with applicable federal, state and local laws, regulations and guidelines and DHCD policy.
4. Provides appropriate advice to counsel and litigants appearing before the Housing Appeals Committee.
5. May participate in adjudicatory proceedings and may conduct adjudicatory hearings pursuant to M.G.L. c. 40B and c. 30A.
6. May act as liaison to the Office of the Attorney General in Housing Appeals Committee cases, preparing documents as necessary.
7. As necessary, assists the Housing Appeals Committee Docket Clerk with various miscellaneous administrative tasks, such as scheduling, maintenance of dockets and files, preparation of Record on Appeal for the Office of the Attorney General.
8. Assists the Attorney General in litigation wherein DHCD is named as a party, including the preparation of affidavits, briefs, and related Court papers and research of relevant issues.

9. Provides written and oral legal advice concerning federal, state and local law, regulations, guidelines and DHCD policy to DHCD staff, including regulation promulgation, procurement, and analysis and interpretation of statutes, regulations and administrative guidance relating to affordable housing and community development programs.
10. Performs other duties as required.

PREFERRED QUALIFICATIONS:

1. Strong academic credentials.
2. Good judgement in making decisions and offering advice.
3. Ability to read and comprehend statutes and regulations.
4. Ability to research applicable law, apply law to facts, and draft legal memoranda and opinions, and draft or orally state understandable, succinct and accurate applications of law to factual situations.
5. Excellent oral and written communication skills.
6. Experience that evidences excellent analytical skills and pro-active problem solving skills.
7. Computer knowledge and skills including, at a minimum, at least intermediate proficiency using Microsoft Word, Excel and PowerPoint.
8. Experience that evidences ability to independently determine specific tasks needed to accomplish an assignment; to prioritize work; to complete assignments in a timely and satisfactory manner; and to carry out multiple assignments simultaneously.
9. Knowledge of judicial ethics; excellent independent judgment, interpersonal skills and personal integrity.
10. Knowledge of administrative procedures relating to adjudicatory hearings, deliberations and regulations.
11. Knowledge of Chapter 40B and other land use statutes, ordinances and programs.
12. Knowledge of mediation and conflict resolution procedures preferred.
13. Ability to maintain accurate and thorough records and files.
14. Ability to exercise discretion in handling confidential material.
15. Experience that evidences willingness to exercise initiative and to respond rapidly and responsibly to unanticipated events, issues and/or inquiries.

MISSION STATEMENT:

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS:

This is a contractor position working up to 37.5 hours per week. The hourly rate for this position is between \$39.25 and \$40.51. The estimated contract start date is 11/01/20 with a contract end date of 10/30/21. The contract may be extended based on availability of additional funding.

Benefits are unavailable with the exception of sick leave accruals.

State and federal taxes will be withheld. In addition the contractor must participate in the Alternative Retirement Program mandated by federal law.

All employees will be paid on a biweekly basis and must have direct deposit.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

Please attach a resume, cover letter and writing sample with your application.

QUALIFICATIONS:

First consideration will be given to those candidates who apply within the first 14 days (by 11/3/20).

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have a Juris Doctor (JD) degree, admission to the Massachusetts Bar and some experience in legal research, legal writing, and legal procedures and processes.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 617-573-1254

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

HOW TO APPLY

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=200006YX>