



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport is now accepting submissions for the position of

Associate City Attorney *Office of the City Attorney*

The City Attorney's Office provides legal representation in accordance with the City Charter to the City, its officers and employees, the City Council, and its agencies, boards, commissions, and departments. The Office prosecutes and defends civil actions brought against such parties in any state or federal court or before any administrative body. The Office reviews all legal claims of personal injury, premises liability or property damage against the City, adjusts and investigates those claims and provides the City's defense when necessary. The Office also reviews or drafts all City contracts, delivers legal advice, counsel, and drafting assistance to such parties.



For more information visit: <https://www.bridgeportct.gov/government/departments/city-attorney>.

Salary and Benefits: \$85,199.00 (step/level 1) - \$92,945.00 (step/level 2) - \$104,377.00 (step/level 3) - \$110,797.00 (step/level 4) - \$117,225.00 (step/level 5) - \$123, 649.00 (step/level 6) - \$130,070.00 (step/level 7) - \$136,492.00 (step/level 8) - \$142,914.00 (step/level 9) - \$149,337.00 (step/level 10) - \$156,807.00 (step/level 11) - \$164,043.00 (step/level 12) annually. Starting salary shall be commensurate with experience and qualification as determined by the City. This position is affiliated with the Bridgeport City Attorneys Union, Local 1303-272, Council #4, AFSCME AFL-CIO and includes an extensive package of benefits as outlined with the associated collective bargain agreement (aka "union contract"). The above salary is subject to cost-of-living increases as negotiated by the respective bargaining unit. The current anticipated wage increases are as follows: January 1, 2025 – 2.6% and January 1, 2026 - 2.5%. The benefits shall include health insurance coverage (medical, dental, vision, prescription), a term life insurance policy, paid leave (sick, vacation, personal), paid holidays, and other voluntary employee paid benefits.

The City of Bridgeport also offers several voluntary benefit programs via automatic payroll deduction: 457(b) Deferred Compensation Plan with Roth options, legal services, and complimentary discounted perks for city municipal employees. Tuition reimbursement is available to most City employees based upon the terms of the contract which covers the employee. Additionally, tuition discounts may be available at various universities and colleges that have partnered with the City of Bridgeport.

The city participates in the Connecticut Municipal Employees Retirement System (CMERS) (www.osc.ct.gov/rbsd/cmers/muniretire.htm), which requires both employer and employee contributions. Please be aware that your earnings from this position are not covered under Social Security; instead, you will make contributions towards your government pension plan. For further information, you may visit the Social Security website at ssa.gov.

Application Process: Mail, deliver or email a resume, a cover letter, and three (3) professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, Connecticut 06604 or by email to

COB.Jobs@bridgeportct.gov. Please include “Associate City Attorney” in the subject line.

Accepting complete submissions until Sunday, July 7, 2024.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

This position will require a pre-employment medical examination and controlled substance screening.

Municipal Profile

The City of Bridgeport is in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to numerous attractions that enhance the City’s economic fortunes. The [Barnum Museum](#) showcases the life and times of the former City mayor and renowned showman, P.T. Barnum. The [Hartford Healthcare Amphitheater](#) holds live music and other shows. The [Total Mortgage Arena](#) brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The [Connecticut's Beardsley Zoo](#) is one of the most visited tourist attractions and only zoo in the State. The [Sacred Heart University's Discovery Museum and Planetarium](#), located in the North End of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [Vinny Brand's Stress Factory Comedy Club](#), [Downtown Cabaret Theatre](#), and many [fine dining](#) options.

Governing Structure

The City has a Mayor-City Council form of government. Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor. The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the City and adopting the City’s [annual budget](#). Councilmembers are elected by the residents of the ten council districts to represent the concerns, needs, and issues of their constituents, and work to improve the City’s neighborhoods. All Councilmembers serve a two-year term in office.

GENERAL STATEMENT OF DUTIES:

The Associate City Attorney will be responsible for professional legal work of more than ordinary difficulty performed under the direction of the City Attorney or his/her designee.

In particular, the City Attorney’s Office is seeking a highly skilled and dedicated litigator with experience with §1983 civil rights and employment law cases. The ideal candidate will have trial experience, exceptional litigation skills, and a proven ability to draft high-quality legal documents. This role involves representing the municipality in complex legal matters, providing legal counsel to municipal departments, board and commissions, and ensuring compliance with applicable laws. Attend City Council, board, and commission meetings, which often occur in the evening, as needed. Other duties as assigned or related work as required.

This position provides an outstanding opportunity to address the most complex legal challenges, work closely with elected officials to carry out City priorities, partner with city leadership, and join a team of dedicated professionals in service to the Bridgeport community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- Represent the City, its departments, agencies, officers, and employees, as applicable, in all phases of litigation, including pre-trial, trial, and appellate proceedings.

- Representation of the City, its departments, agencies, officers, and employees, as applicable, in all local, state and federal administrative proceedings.
- Conduct thorough legal research, draft pleadings, motions, briefs, and other legal documents, and prepare for and conduct depositions, attend hearings, and trials.
- Collaborate with outside counsel, when applicable, experts, and witnesses to develop and implement effective litigation strategies.
- Review and analyze evidence, including police reports, employment records, and other relevant documentation.
- Perform related duties as assigned.

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- Graduation from an accredited law school with a Juris Doctor degree.
- A minimum of ten (10) years' experience is preferred for this position, but the City Attorney will make an exception for well qualified candidates with less than ten (10) years' experience.
- Admission to practice law in the state of Connecticut and must be in good standing with the Connecticut Judicial Branch.
- Admissions to practice law before the U.S. District Court for the District of Connecticut and the Second Circuit Court of Appeals, or make immediate application, therefore.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency in Microsoft Office suite to include Word, PowerPoint, and Adobe Pro.
- Ability to consistently meet deadlines while managing multiple projects with competing priorities.
- Positive attitude and exceptional verbal, written, and interpersonal communication skills required for daily interaction with co-workers, clients, opposing counsel and mediators.
- Ability to exercise discretion, good judgement, and poise in handling sensitive and confidential information.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrate accuracy and thoroughness; look for ways to improve and promote quality.
- Ability to collect and weigh evidence.
- Ability to collect and apply the law.
- Ability to express conclusions clearly and logically.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- Essential and marginal functions may require maintaining the physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to lift and carry objects weighing up to 25 pounds such as boxes of case materials, files, or other documents.
- Ability to see and read objects closely, such as typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city

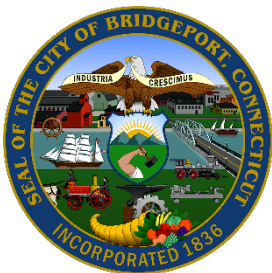
management. This summary does not constitute a contract of employment, express or implied, between the employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.

The City of Bridgeport is an Equal Opportunity Employer

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE, ROOM 106
BRIDGEPORT, CONNECTICUT 06604
TELEPHONE: (203) 576-7103



[Explore Bridgeport](https://www.bridgeportct.gov/explore)



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

DISCLAIMER AND SIGNATURE

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.