



CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES



CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022

**Job Opening:**  
**Assistant Corporation Counsel (Governance)**

**Department:** Law

**Division:** Governance

**Exempt/Non-Exempt:** Exempt

**Union/Management:** Management

**Full-Time/Part-Time/Seasonal:** Full-Time

**Workweek:** 40 hours, and as needed

**Pay:** \$82,000 - \$120,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The Law Department of the City of Jersey City seeks a qualified attorney to fill an Assistant Corporation Counsel position within the Governance Group and will be assigned to work with the City Council and its members in matters involving legal research, drafting of legislation, and advice and counsel on matters of local, state, and federal law.

**Job Duties:**

- Provide legal counsel to City Council members and staff.
- Draft and review ordinances, resolutions, and memoranda of law.
- Advice and counsel to the governing body to ensure compliance with State, federal and local laws, including the Open Public Meetings Act ("Sunshine Law"), and the Optional Municipal Charter Law ("Faulkner Act").
- Attendance at bi-monthly evening meetings of the City Council, along with any Special/Emergency Meetings or other matters that may arise and at the direction of the Council President and Members of the Council.
- Keep abreast of changes in municipal law and ensure compliance.
- Performs other duties as assigned.

*\*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

**Required Education:** Juris Doctor Degree from a school of law accredited by the American Bar Association. Admission to the New Jersey Bar.

**Required Experience:** Minimum two to eight years of experience with a corporate legal department, law firm, or governmental entity.



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**Essential Skills:**

- Strong research and writing skills.
- Ability to interpret and apply laws, constitutional provisions, statutes, administrative regulations, and court decisions.
- Ability to establish and maintain effective working relationships with subordinates, other City of Jersey City employees, public officials, and the general public.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Excellent organizational skills, ability to manage multiple projects at once, follow through, and meet deadlines.
- Strong oral and written advocacy skills.

**Preferred skills:**

- Familiarity with the general workings and activities of municipal government.
- Previous New Jersey Public Sector experience.

**This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.**

**To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).**

**Please note that this role is subject to the residency requirements set forth by NJ First Act.**