



CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES

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



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

**Department:** Law

**Division:** Litigation

**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 Litigation Group. The Assistant Corporation Counsel will assist the Corporation Counsel and the head of the Litigation Group in managing and handling lawsuits affecting the City.

**Job Duties:**

- Manage incoming litigation from the pre-complaint phase through pleadings, discovery, and final resolution, including trial.
- Draft and review written discovery responses.
- Prepare witnesses for and defend at depositions, Taking depositions of opposition witnesses/parties.
- Interview witnesses as part of the investigative and case preparation process.
- Prepare for and attend mediations and/or settlement conferences.
- Negotiate pre-trial resolutions of litigation.
- Performs duties and responsibilities at the request of the Corporation Counsel/ Head of the Litigation Group.
- Perform 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 of four years of litigation experience.



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**Essential Skills:**

- Strong research and writing skills.
- 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 defense-side litigation experience.
- Previous New Jersey Public Sector experience, including litigation of Title 59 matters.
- Experience litigating Section 1983 matters in Federal Courts.

**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.