



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES
280 GROVE STREET JERSEY CITY, NJ 07302
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STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening:
Assistant Corporation Counsel (Labor and Employment)

Department: Law

Division: Labor and Employment

Exempt/Non-Exempt: Exempt

Workweek: 40 hours, and as needed

Salary: 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, mileage reimbursement, free CLE, and more.

The Law Department of the City of Jersey City seeks a qualified attorney to fill an Assistant Corporation Counsel position within the Labor and Employment Group. The Assistant Corporation Counsel will be responsible for assisting the Corporation Counsel and the head of the Labor and Employment Group in the management and handling of all labor and employment related matters affecting the City of Jersey City.

Job Duties:

- Provide in-house legal counsel on labor and employment related matters, which may include, but are not limited to the following areas: Human Resources, wage and hour law, workers' compensation, unemployment, labor relations, employee benefits, employment agreements, policy related issues, FMLA/ADA matters, employment related litigation, grievances, and arbitrations.
- Represent the City of Jersey City in state and federal court, disciplinary hearings, labor negotiations, and employee grievances.
- Manage outside legal counsel.
- Assist in the development, implementation, and enforcement of City of Jersey City employment policies and compliance efforts.
- Identify and assess legal risks and opportunities within the City of Jersey City workforce and advise accordingly.
- Keep abreast of changes in labor and employment law and ensure compliance.
- Perform other duties and responsibilities at the request of the Corporation Counsel/Head of the Labor and Employment Group.

Please note this job description is not designed to cover or contain a comprehensive listing of all 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 Educational Background: Juris Doctorate Degree from a school of law accredited by the American Bar Association. Admission to the New Jersey Bar.

Required Experience: Minimum two to four years of substantive labor and employment experience with a corporate legal department, law firm or governmental entity.

Essential 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 and negotiation tactics.

Preferred Skills:

- Familiarity with the general workings and activities of municipal government;
- Previous New Jersey public sector labor and employment experience

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