

**ASSISTANT TOWN ATTORNEY
TOWN OF NORTH HEMPSTEAD**

Position: Assistant Town Attorney (Full Time)

Salary Range: \$60,000 - \$70,000

Experience Level: Entry Level, or up to 2 Years

The Town of North Hempstead Office of the Town Attorney seeks an attorney to represent the Town, under supervision by other attorneys, in a wide range of matters, including:

1. Litigation matters, including personal injury and property damage claims, collection matters and Article 78 proceedings;
2. Transactional matters, including negotiating and drafting contract to which the Town is a party, intellectual property matters, and real estate matters;
3. Providing general counsel on matters of municipal and Town law; and
4. Assisting in the prosecution of violations of the Town Code

This is an entry-level, or up to 2 years' experience, attorney position. Candidates must have graduated, or will graduate no later than June 2023, from an accredited law school. In addition, candidates must be admitted to practice law in the State of New York, or be scheduled to sit for the New York State Bar Exam in July 2023. The successful candidate will work under supervision of the Town Attorney and the Deputy Town Attorneys in the Office on all matters.

In addition to salary, the Town offers a competitive benefit package, including health, dental and vision benefits; flex spending plans; and access to the New York State Local Retirement System and the New York State Deferred Compensation Plan.

Interested candidates should send a cover letter, resume, writing sample and three (3) references to careers@northhempsteadny.gov