

City of Elkhart Mayor-Elect Rod Roberson and his Transition Team have formally launched the hiring search process for key leadership positions within both the Mayor's Office and select city departments. This posting is to gather interest from the public in those roles.

Job Summary

The Corporation Counsel for the City of Elkhart. He/she provides legal counsel and representation to public officials, employees, boards and commissions of the City relating to the affairs of municipal government. He/she supervises all litigation before any courts, administrative bodies, and arbitrators, and litigation settlements.

Duties and Responsibilities

- Provides legal counsel and representation to all municipal officials, employees, boards and commissions of the City relating to the affairs of municipal government.
- Represents the City and/or supervises outside counsel in all litigation matters where the City of Elkhart is a party.
- Supervises the prosecution of violators of city ordinances.
- Prepares, reviews, revises or supervises the preparation of all ordinances, resolutions, contracts, deeds, easements, pleadings, briefs, motions, memoranda, correspondence and other documents for the City and its departments, boards, commissions and other agencies.
- Supervises the collection of fines, fees, damages and other monies owed to the City.
- Attends commission and board meetings as needed.
- Manages the operations of the Legal department.
- Supervises or maintains all records of the department.
- Performs such other duties relating to the affairs of municipal government as may be required by law or the city executive.
- Commitment to further building and developing a culture of accountability, integrity.

Education and Experience

- Juris Doctorate degree from an accredited school of law.
- License to practice law in the State of Indiana.
- Must be resident of Elkhart County, Indiana.
- Five (5) years experience in the practice of law.
- Must have valid driver's license.

Knowledge, Skills and Abilities

- Knowledge of federal, state, and local laws affecting municipal government.
- Exceptional interpersonal skills necessary to effectively interact with City officials and staff in different departments and the public.
- Ability to research and provide creative and effective legal solutions to municipal problems.
- Ability to effectively represent the City before courts, administrative and legislative bodies, and arbitrators.
- Ability to provide well-reasoned legal counsel and advice to municipal officials.

- Ability to effectively communicate both verbally and in writing, and possess strong analytical skills necessary for competent legal interpretation.
- Possesses integrity and initiative.
- Ability to supervise the work of others. Substantial knowledge of Microsoft Office Suite.
- Ability to type 40 wpm on a keyboard.