Staff Attorney Opening For Statewide Municipal Association

About the Association of Towns of the State of New York

The Association of Towns of the State of New York provides services to town governments in New York State. The Association was started by town officials in 1933 to obtain greater economy and efficiency for governmental operations and services. The Association's staff works directly with town officials answering questions regarding governmental operations, authority and compliance. In addition to providing technical assistance to individual town officials, the Association also provides training programs, guidance manuals and other publications to educate and assist town officials in the performance of their governmental duties. Finally, the Association advocates on behalf of town government at the Legislature, State Agencies and in the Courts.

To learn more about the Association of Towns you may visit our website www.nytowns.org

Position Available

We are seeking a staff attorney to assist in providing member services and governmental advocacy. The position is located in Albany New York.

General Duties Include

- Providing direct assistance to member town officials who call or write with legal questions related to their official duties. You will be talking with town officials on a daily basis and providing general legal information to assist in the operation of town government.

- Providing educational training and presentations to town officials at conferences, seminars, meetings and training programs on a variety of legal and governmental topics. Some travel will be required.

- Researching and writing articles and papers for Association publications.

- Monitoring legislation and regulations as well as drafting bill memoranda and policy papers on issues impacting town government.

- Researching, writing and presenting testimony before the New York State Legislature and New York State agencies, authorities, boards, councils and commissions etc.

- Representing the Association in a variety of settings including - stakeholder groups, coalitions, committees, commissions etc.

- Researching, writing and reviewing local laws, resolutions and other documents.

- Drafting amicus briefs on behalf of the Association in cases of statewide municipal interest.

- Researching and writing legal memoranda on a variety of topics affecting town government.

Application Process:
Please submit a cover letter, résumé, and brief writing sample (via e-mail preferred).
Applications will be accepted until position is filled.

The Association of Towns is an Equal Opportunity Employer

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