

## **TOWN ATTORNEY (Town of Cheektowaga)**

Renders legal counsel to Town Supervisor and Board; represents Town in civil litigation. Requires exercise of independent judgment. Responsible for answering problems arising in civil law affecting operation of business and organization under general direction of Town Board. Prepares pleadings, appeals, resolutions, notices, contracts and other legal documents. Examines legal papers served on or filed with Town departments and officials. Attends meetings of Town Board. Appears in court as called upon. Supervises administrative staff. Municipal experience preferred. Three years of progressively responsible experience in practice of law and graduation from recognized law school and license to practice law in State of New York. Town of Cheektowaga residency required.

The Town is accepting resumes from candidates interested in part time employment as the Town Attorney.

Cover letter and resumes may be sent to the Personnel Department, 3301 Broadway, Cheektowaga, NY 14227 or emailed to [kmarchese@tocny.org](mailto:kmarchese@tocny.org). EOE