

# Staff Attorney - City of Portsmouth

**Starting Salary Range:** \$84,758.73 - \$103,024.77 annually, per the Non-Union Salary Schedule

The Staff Attorney supports the Legal Department's mission of providing high-quality, efficient, and cost-effective legal services to the City of Portsmouth. The Legal Department advises and represents all areas of municipal government, including General Government, the School Department, Police Department, Fire Department, and various boards, commissions, and committees.

The successful candidate will communicate effectively with the public, City officials, and representatives of the municipality. Responsibilities include reviewing and preparing contracts, easements, and other legal documents; responding to public records requests; and providing legal support on a variety of municipal matters. Work is performed both independently and collaboratively.

## **Essential duties include:**

- Reviewing public records requests, contracts, real estate, and other legal documents
- Conducting legal research and drafting ordinances and resolutions
- Advising City leadership on legal matters
- Supporting code enforcement activities
- Representing the City in legal proceedings

The ideal candidate will possess a Juris Doctor degree and be admitted to the New Hampshire Bar or be eligible for immediate admission by waiver. Municipal legal experience is preferred but not required.

A valid driver's license is required.

To view the full job description and apply, please visit: <https://cop.sagehcm.com/jobs/481/1/#58>