**Job Vacancy – Please Post or Circulate**

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| Agency Name: | **Dept. of Housing and Community Development** |
| Official Title: | **Attorneys/Legal Services** |
| Functional Title: | **Emergency Assistance Litigation Counsel** |
| Position Type: | **Contracted** |
| Full-Time or Part-Time: | **Full-Time** |
| Salary Range: | **$34.53 to $50.07 Hourly** |
| Bargaining Unit: | **N/A** |
| Shift: | **Day** |
| Confidential: | **No** |
| Number Of Vacancies: | **1** |
| City/Town: | **Boston** |
| Region: | **BOSTON** |
| Application Deadline: | **05-17-2013** |
| Apply Online: | **No** |
| Posting ID: | **J35507-EXT RES** |

***This position is funded from trust funds collected from various sources.***

**Duties:**

This contract position works on litigation matters primarily related to the Emergency Assistance and HomeBASE programs at the Department of Housing and Community Development (DHCD). Specifically, the contract attorney will:  
1. Assist program staff in preparing for administrative appeals of eligibility and/or compliance determinations.  
2. Represent DHCD in administrative and/or court proceedings related to the Emergency Assistance and HomeBASE programs administered by the Department and act as liaison to the Office of the Attorney General in litigation involving DHCD, preparing documents as necessary.  
3. Assist other staff attorneys in litigation; case preparation for administrative appeals and court cases; preparation of routine pleadings and motions; responses to discovery requests; service of court filings and other documents; organization and maintenance of files and calendars for administrative appeals and court cases; docketing of administrative appeals; review and organization of administrative appeals documents; and communications with courts, opposing counsel, paralegals, and pro se litigants regarding program administration, applications for and termination of benefits, and scheduling of court appearances.  
4. Other related duties as the General Counsel may require.

**Qualifications:**

Please see Preferred Qualifications

**Preferred Qualifications:**

1. Member of the Massachusetts Bar.  
2. Strong academic credentials and excellent oral and written communication skills.  
3. Experience that evidences ability to independently determine specific tasks needed to accomplish an assignment; to prioritize work; to complete assignments in a timely and satisfactory manner; and to carry out multiple assignments simultaneously.  
4. Knowledge of judicial ethics; excellent independent judgment, interpersonal skills and personal integrity.  
5. Knowledge of administrative procedures relating to adjudicatory hearings, deliberations and regulations, preferred.  
6. Experience with trial-level litigation, in particular with temporary restraining orders and motion practice.  
7. Knowledge of mediation and conflict resolution procedures preferred.  
8. Ability to maintain accurate and thorough records and files.  
9. Ability to exercise discretion in handling confidential material.  
10. Experience that evidences willingness to exercise initiative and to respond rapidly and responsibly to unanticipated events, issues and/or inquiries.  
11. Knowledge of state and federal public benefits laws, regulations and case law, preferred.

**Comments:**

Funding for this position currently runs through 10/01/2013.  
  
This is a contract position and there are no benefits.

**How To Apply:**

Please mail 2 copies of both your cover letter and resume referencing the **CEO ID #J35507-EXT-RES** to:   
  
Department of Housing and Community Development Human Resources Department  
100 Cambridge Street, Suite 300  
Boston, MA 02114-2524  
  
Fax: (617) 573-1299  
TTY: (617) 573-1140  
  
To ensure consideration, resume and cover letter must be postmarked by midnight on the deadline date. Please reference posting ID number on all correspondence.

**Agency Web Address:**

<http://www.mass.gov/dhcd/>

**Diversity Officer:**

Ms. Nancy DePaul, (617) 573-1100

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.