

## *Advertisement for Village Attorney*

The Village of Lancaster seeks a part-time attorney to act as general counsel to the Village Board, department heads, and other officials. Candidate must be admitted to practice in New York for at least four (4) years with a strong background in municipal law.

Candidates should submit responses to Michael E. Stegmeier, Clerk-Treasurer, Village of Lancaster, 5423 Broadway, Lancaster, NY 14086 or via email to [mstegmeier@lancastervillage.org](mailto:mstegmeier@lancastervillage.org). You may also call (716) 683-2105 with questions regarding the qualifications or application process.

---

### Qualifications:

- Currently practicing law in New York State.
- Admitted to practice law in New York State for at least 4 years.
- Strong background and experience in municipal law.
- Ability to professionally respond in writing about various subjects, to include but not limited to personnel (civil service), local law, village law, state law, and federal law.
- Capable of handling labor and employment issues.
- Familiar with a variety of contract language for purchases, contracted services, leases and sales.
- Good communication skills and be able to address a large number of people about various legal issues within the village.
- Attend Village Board meetings on the 2<sup>nd</sup> & 4<sup>th</sup> Mondays each month and additional work sessions and committee meetings as needed.
- Coordinate and communicate with the Village Board and Deputy Village Attorney
- Able to provide prompt service to the village when requested
- Work schedule shall be based on tasks requested by the village

### Application process:

- Submit resume with:
  1. education
  2. degrees
  3. office & residency addresses
  4. current and past areas of practice
  5. specific experience in area of municipal law
  6. list of past & present municipal clients