

RFQ - Deputy Village Attorney / Village Prosecutor

The Village of Lancaster seeks a part-time attorney to act as Village Prosecutor for the Justice Court and provide general counsel to the Village Board, Planning Commission, Zoning Board, and other officials as the Deputy Village Attorney. Candidate must be admitted to practice in New York for at least four (4) years with courtroom experience and a strong background in municipal law. The budgeted salary for this position is \$16,000 per year.

Candidates should submit responses to Michael E. Stegmeier, Clerk-Treasurer, Village of Lancaster, 5423 Broadway, Lancaster, NY 14086 or via email to mstegmeier@lancastervillageny.gov. You may also call (716) 683-2105 with questions regarding the qualifications or application process. **Responses due by Monday, May 6th for consideration.**

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.
- Familiar with NYS Penal Code, Vehicle & Traffic Laws, Criminal Procedure Act, Rules of Evidence, and the Village of Lancaster Code
- Experience in courtrooms and appropriate courtroom behavior.
- Experience practicing in the justice courts.
- Ability to defuse conflicts and hostile litigants in the courtroom.
- Close ties to the local community.
- Attend Zoning Board meetings on the 1st Thursday of each month.
- Attend Planning Commission meetings on the 3rd Thursday of each month.
- Attend Village Board meetings, work sessions, and committee meetings as needed in the absence of the Village Attorney.
- Coordinate and communicate with the Village Board and 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