

Request for Proposal Town Attorney

TOWN ATTORNEY

The Town of Canton, North Carolina is currently seeking qualified applicants for the position of Town Attorney. The Town of Canton has a five member governing board consisting of a Mayor and four Aldermen, who are elected to 4 year staggered terms. The Board currently meets on the 2nd and 4th Thursday of each month at 6:00 pm. At the Board's direction, the Town Manager is responsible for municipal operations and supervising departments, which employ approximately 66 full-time personnel. **Minimum Qualifications:** The successful candidate must: (1) possess a Juris Doctorate (JD) degree, and have graduated from a law school accredited by the American Bar Association; (2) be a member in good standing of the N.C. State Bar; and (3) have a minimum of three years as a practicing attorney in North Carolina. Applicants with a comprehensive knowledge of municipal law and prior governmental experience at the city or county level preferred. Additional desired qualities include membership in a law firm versed in procedures and policies pertaining to property tax collections (garnishments/attachments), foreclosures, and bankruptcies. **Duties and Responsibilities:** The Town Attorney is expected to: (a) be in attendance at all Board meetings; (b) provide accurate and sound legal counsel regarding Town matters; (c) work in an advisory capacity to the Board, Town Manager, Town Clerk, and Department Heads in all legal municipal matters; and (d) fulfill all other duties prescribed in Section 2-2006 of the Town of Canton Code of Ordinances. **Application Process:** Candidates for the position should prepare a resume and cover letter, with their salary expectations. The applicant should include a separate breakdown of possible additional fees for services (hourly fees for representation and preparation of legal documents). These materials should be sent by April 4, 2025 to: Town of Canton "Attorney Search", ATTN: Mayor and Board of Aldermen, 85 Summer Street, Canton, NC 28716