



Candidate Selection Form

With the guidance of the Recruitment Policy and expectations noted in the approved Request to Fill, the candidate below has been identified to fill the need listed below for the City of Watertown.

POSITION TITLE City Attorney DEPARTMENT City Attorney # OF APPLICANTS: 2

FT ☒ PT ☐ SALARY ☒ HOURLY ☐ Days Posted: 20 Incumbent: Steven Chesebro

☐ NEW POSITION ☒ REPLACEMENT OPENING FINANCE COMMITTEE APPROVAL REQUIRED: ☒ Y / ☐ N
(See Recruitment Policy)

Reason for Opening:

Vacancy due to incumbent's resignation

Justification for fill:

This job provides critical legal consultation services for the entire city organization.

Top Candidate Name: Alexandra Panagopoulos Recommended Grade/Step/\$ T3 51.12

Qualifications:

1. Municipal experience representing a municipality
2. Experience with municipal court and representing the city
3. Experience writing/reviewing resolutions, contracts, and other legal agreements for a municipality

First Alternate Name: continue to post Recommended Grade/Step/\$ _____

Qualifications:

Second Alternate Name: _____ Recommended Grade/Step/\$ _____

Qualifications:

Comments:

Supervisor Signature/Date

Department Head Signature/Date

Human Resources

- ☐ References Completed PD
- ☐ Background Check Completed PD
- ☐ Permission for Screening Received
- ☒ Grade, Step, and Years of Service T3 51.12 9 yr vac
- ☒ Contingent Offer Drafted

HR Signature

Date

Finance Director Signature

Date

Final Approval

Grade ____ Step ____ Vacation ____

Finance Committee(as required) ____

Effective Date: ____

Mayor Signature

Date