

LEGAL ASSISTANT

The City of Harrisburg is accepting applications for a Legal Assistant in the Office of the City Solicitor. The Legal Assistant is a highly sensitive and confidential management position that requires the ability to exercise sound and independent judgment in assisting in the daily management of the legal affairs of the City. This position is tasked with a variety of duties to support staff attorneys, including records management, document drafting, legal research, claims management, and maintaining and organizing current and historical files and calendars. The role of the Legal Assistant includes being the designated Right to Know Officer for the City of Harrisburg. The individual in this position must have the ability to understand the theory and concept of the law and possess a willingness to accept professional responsibility. The Legal Assistant is privy on a daily basis to policy formulation and personnel actions relating to collective bargaining, budget, finance, and those which affect the entire City. Work is performed under the general supervision of the City Solicitor and staff attorneys. This is a management, FLSA-exempt position.

Qualifications include possession of an associate or bachelor's degree or equivalent certification in law, government, or relevant field of training; a minimum of five (5) years proven work experience and training demonstrating the incumbent's related knowledge, skill, and ability to promptly commence and sustain a time-sensitive legal workflow; and computer literacy and satisfactory knowledge of daily operations of a legal office, in private law practice or government. Paralegal certification is a plus. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

The annual salary range is \$52,000 to \$55,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE:

LEGAL ASSISTANT – OFFICE OF THE CITY SOLICITOR

GENERAL STATEMENT OF DUTIES:

The Legal Assistant is a highly sensitive and confidential management position that requires the ability to exercise sound and independent judgment in assisting in the daily management of the legal affairs of the City. This position is tasked with a variety of duties to support staff attorneys, including records management, document drafting, legal research, claims management, and maintaining and organizing current and historical files and calendars. The role of the Legal Assistant includes being the designated Right to Know Officer for the City of Harrisburg. The individual in this position must have the ability to understand the theory and concept of the law and possess a willingness to accept professional responsibility. The Legal Assistant is privy on a daily basis to policy formulation and personnel actions relating to collective bargaining, budget, finance, and those which affect the entire City.

General responsibilities require the employee to routinely respond to citizen questions and comments in a courteous and timely manner. The employee must communicate and coordinate regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities. Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems. Assists with the preparation of and gathering information for the Law Bureau and City reports. Work is performed under the general supervision of the City Solicitor and staff attorneys. This is a management, FLSA-exempt position.

JOB LOCATION:

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center in the Office of the City Solicitor, Suite 402, 10 North Second Street, Harrisburg, PA. Work is typically performed in an interior/office environment; however, some work involves visits to other City properties, as well as governmental offices and courthouses. Work involves the use of a variety of office equipment such as computer, scanner and printer, copy machine, fax machine, telephone and other technological and research devices. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, some evenings and weekends may be required. In addition, some work involves visits to various City sites and exposure to whatever risks are present at those sites. Employees are also expected to attend meetings and conferences throughout the City, County, Commonwealth and United States.

ESSENTIAL FUNCTIONS:

Receives, manages and provides an official response for all Right to Know requests directed to the City of Harrisburg, any City department, bureau, office, official or staff. Organizes, analyzes, and compiles information. Collects and records exhibits, develops written statements, and secure affidavits. Tracks and organizes files from case documents to facilitate access and availability to attorneys. Investigates case facts to ensure the

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ESSENTIAL FUNCTIONS (CONT.):

consideration of all relevant information. Assists with coordination of subpoena responses directed to the City, including any department, bureau, office, official or staff. Responds to information requests from other City departments, court officials, and the public relating to legal processes and/or specific action by City Attorneys. Prepares for attorney review pertinent legal documents, including deeds, mortgages, proof of claims, objections to bankruptcy plans, liens, basic contracts, and mortgage revivals, and satisfactions. Physically and electronically searches public and courthouse records. Utilizes online research services and searches legal records collected in computer databases for legal, regulatory, and business information. Accesses information in federal litigation and bankruptcy matters by utilizing Electronic Case Filing and PACER systems. Prepares, files and serves pleadings, court documents, liens, and claims. Prepares and handles exhibits for hearings before local, state, and federal agencies and courts. Processes notice of claims and notifies any City insurance carrier on notices of present and potential litigation. Serves as liaison in coordinating matters between the City's insurance carriers and outside counsel retained by the City's insurer. Maintains a continual update of litigation involving outside counsel. Maintains litigation dockets and calendars in order to comply with dates imposed by statutes or court rules. Maintains a litigation status docket for a continual update of each litigation case, including case summarization. Researches major legal questions under the supervision of attorneys. Prepares written and oral reports as directed. Drafts resolutions and ordinances under supervision of Attorneys. Researches the Codified Ordinances of the City. Prepares claim and litigation reports for personnel matters. Assists outside counsel in preparing Answers to Interrogatories and for Requests for Production of Documents. Prepares routine internal and external correspondence. Assists City Solicitor with office administrative functions and performs special projects upon request. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS:

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the law, excellent research skills, and a broad knowledge of court procedures;
- Working knowledge of case management software, mainframe systems, or records database systems;
- Ability to plan and organize workload in an efficient manner while assisting attorneys in a variety of tasks;

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CONT.):

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to follow oral/written policies, procedures, and instructions;
- Ability to operate personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to clearly and effectively engage in oral and written communication, using both technical and non-technical language;
- Integrity and inventiveness in performance of assigned tasks, demonstrating the highest standard of ethical conduct;
- Attend meetings and training sessions, as well as ability to review and understand self-directed written and digital training and information to become and remain current on the legal and governmental principles, practices and developments in assigned work areas.

QUALIFICATIONS:

An associate or bachelor's degree or equivalent certification in law, government, or relevant field of training. Minimum of five (5) years proven work experience and training demonstrating the incumbent's related knowledge, skill, and ability to promptly commence and sustain a time-sensitive legal workflow. Computer literacy and satisfactory knowledge of daily operations of a legal office, in private law practice or government. Paralegal certification is a plus. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.