

ASSISTANT CITY SOLICITOR

The City of Harrisburg is accepting applications for the position of Assistant City Solicitor to perform complex legal duties, which include representing the City in administrative and judicial proceedings in a wide variety of legal matters; assisting Law Bureau and City staff in contract review and drafting; assuring City compliance with local, state and federal law; drafting and review of legislation. The Law Bureau has responsibility to direct and control the legal affairs of the City, and so offers the qualified applicant a rare opportunity to immerse themselves in a wide range of general and technical legal issues including employment law, land use, civil rights litigation, construction, labor law and other general government issues. This position works under the general supervision of the City Solicitor and Senior Deputy City Solicitor. This is a management, FLSA-exempt position.

Qualifications include graduation from a recognized and ABA-accredited law school and current license or eligibility to practice law in the Commonwealth of Pennsylvania. In addition, a minimum of one (1) year of relevant legal experience as a practicing attorney is essential, with a preference for three (3) or more. Prior government legal experience preferred but not required. Knowledge of federal and state rules of procedure and evidence is a plus. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

The annual salary range is \$68,000 to \$76,500 (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, without delay, 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/careers

JOB TITLE:**GRADE: M-18**

Assistant City Solicitor
General Government – Office of the City Solicitor

GENERAL STATEMENT OF DUTIES:

This position performs professional legal services for the City of Harrisburg and related work as required. This is a diverse practice involving legal advice, analysis, trial case work and legislative drafting. Employees in this class must exercise considerable independent judgment in preparation of cases, legal research and interaction with the public as well as government officials. Work is performed under the direct supervision of the City Solicitor and Senior Deputy Solicitor. 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 Business Administrator, 10 North Second Street, Harrisburg, PA. Work involves the use of various machines such as a personal 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:

Independently handle civil and criminal caseloads for minor offenses, including, but not limited to, preparation of pleadings, settlement or plea negotiations and appearances for hearings or argument. Prosecutes suits brought by the City for or on account of any rights, privileges, claims or demands, including prosecution related to City Code violations in State and Federal Court. Defends actions or suits against the City, departments or City officials in their official capacity where any acts of the City or any department may be brought into question before any court, administrative agency or other judicial or quasi-judicial body. Works with outside counsel and other governmental bodies as necessary. Prepare and administer municipal liens and bankruptcy claims filed on behalf of the City, including objections and preparation of cases for trial or hearing. Prepare and review a wide variety of legal documents including, but not limited to contracts, leases, conveyances, assurances, releases, service agreements, grant applications, by-laws and various state and federal forms for the City or any City department. Assists in the negotiation of settlement agreements or other legal instruments. Undertake legal and subject-matter reviews, legal and non-legal research and approvals of compliance documents. Prepares necessary Resolutions and Ordinances for the City at the request of City departments, the Mayor or City Council or as a Law Bureau initiative to modernize or assist compliance and efficient government operations. Review, draft and integrate narrow departmental regulations for consistency with general City requirements. May perform portions of the

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ESSENTIAL FUNCTIONS (CONT'D):

work of higher or lower classified positions occasionally, as assigned. May perform duties of similar complexity in any City department as required or assigned. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by 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:

None.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Third-Class City Code and Optional Third- Class City Charter Law provisions and the general laws of City and State or the ability to develop the same;
- Sound knowledge of the sources of legal reference;
- Exceptional legal research skills and legal writing skills, knowledge of Lexis a plus;
- Ability to organize, interpret and apply legal principals and specialized knowledge in varying circumstances;
- Ability to read and understand complex legal documents and regulations, and as necessary to interpret such documents to others as they apply to various situations;
- Ability to perform research and to report findings;
- Ability to maintain professional legal knowledge through reading and continuing education;
- Ability to work under the pressure of deadlines and demands;
- Strong communication skills, including but not limited to, the ability to listen, problem-solve, and advise diverse audiences, including the Mayor, City Council, department heads, other City officials or members of the public;
- Ability to use all standard office machines/software, with or without reasonable accommodation.

QUALIFICATIONS:

Graduation from a recognized and ABA-accredited law school and current license or eligibility to practice law in the Commonwealth of Pennsylvania are required. In addition, a minimum of one (1) year of relevant legal experience as a practicing attorney is essential, with a preference for three (3) or more. Prior government legal experience preferred but not required. Knowledge of federal and state rules of procedure and evidence is a plus. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.