

## **ASSISTANT CITY SOLICITOR/LITIGATION**

The City of Harrisburg is accepting applications for an Assistant City Solicitor/Litigation in the Department of General Government, Office of the City Solicitor. This position is responsible for advising City departments, employees, authorities and officers in all legal matters pertaining to the business of the City. This position is responsible for professional legal work involving legal advice and trial casework in all phases of municipal operations. The Assistant City Solicitor/Litigation is responsible for case management at trial and appellate levels, including case investigation, assessment and prosecution and defense of claims. Represents the City in actions brought by or against the City or against City officials in their official capacity. Employees in this class must exercise considerable independent judgment in preparation of cases, legal research and project management, and must be self-motivated and highly organized. An Assistant City Solicitor works under the general supervision of the City Solicitor and the Deputy City Solicitor. This is a management, FLSA-exempt position.

Graduation from a recognized and ABA-accredited law school and current license to practice law in the Commonwealth of Pennsylvania are required. In addition, three (3) years of relevant legal experience as a practicing attorney responsible for drafting of pleadings, motions and briefs, as well as actual courtroom experience is essential. Experience in administrative proceedings may serve as substitute for courtroom experience. Must be admitted or eligible to practice law in the U.S. District Court for the Middle District of Pennsylvania and the Third Circuit Court of Appeals. Experience in declaratory and injunctive relief a plus. Background in municipal law and both civil and criminal proceedings preferred. A valid Pennsylvania Driver's License, Class C, or equivalent and reliable transportation are required.

The annual salary range is \$60,000 to \$65,000 (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, without delay, to:

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

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**JOB TITLE:**

**ASSISTANT CITY SOLICITOR/LITIGATION  
GENERAL GOVERNMENT – OFFICE OF THE CITY SOLICITOR**

**GENERAL STATEMENT OF DUTIES:**

The Assistant City Solicitor/Litigation is responsible for advising City departments, employees, authorities and officers in all legal matters pertaining to the business of the City. The individual in this position is responsible for professional legal work involving legal advice and trial casework in all phases of municipal operations. This position is responsible for case management at trial and appellate levels, including case investigation, assessment and prosecution and defense of claims. Represents the City in actions brought by or against the City or against City officials in their official capacity. Employees in this class must exercise considerable independent judgment in preparation of cases, legal research and project management, and must be self-motivated and highly organized. An Assistant City Solicitor works under the general supervision of the City Solicitor and the Deputy City Solicitor. This is a management, FLSA-exempt position.

**JOB LOCATION:**

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center, Law Bureau, Suite 402, 10 North Second Street, Harrisburg, PA. Work involves the use of various machines such as 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. Employees are also required to travel to the various District Justice offices and other courthouses, wherever situated.

**ESSENTIAL FUNCTIONS:**

Independently handles such civil and criminal caseloads 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 of City Code violations in State and Federal Court. Defends actions or suits against the City, departments or against 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 as necessary. Prepares and administers bankruptcy claims filed on behalf of the City, including objections and preparation of cases for trial or hearing. Prepares and reviews 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 where the City or any City

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**ESSENTIAL FUNCTIONS (CONT.):**

department has an interest therein. Assists in the negotiation of contracts or other legal instruments. Performs extensive reading of, research for and examination of documents. Prepares Resolutions and Ordinances for the City at the direction of any department, the Mayor and/or City Council or on own initiative. Attends City Council legislative, special and committee meetings. Meets with representatives of the community to hear and consider viewpoints related to proposed ordinances or other City legal matters and inform affected officials and makes recommendations as appropriate or necessary. Furnishes opinions, upon any question of law, to the Mayor, City Council, department heads and other City officials when requested by them in their official capacities. Attends various meetings of boards and authorities both at the work site and elsewhere. Performs attendant legal research as needed in performing any of the above-referenced functions. May perform portions of the 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 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:**

None.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive working 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;
- Good knowledge of the sources of legal reference;
- Working knowledge of federal and state civil procedure and rules of evidence;
- Knowledge of federal bankruptcy law;
- Knowledge of Pennsylvania Administrative Agency Law;
- Exceptional legal research skills and legal writing skills, including knowledge of WestLaw and Lexis.
- Skill in preparing cases, interviewing witnesses, in obtaining agreement out of court, and trying cases in court;
- Ability to organize, interpret and apply legal principals and specialized knowledge to particular circumstances;

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CONT.):**

- Ability to participate in the preparation and trial of difficult and important cases, and to present material clearly and logically in oral and written form;
- Ability to meet and deal effectively with persons interested or involved in lawsuits;
- Ability to read and understand complex legal documents, regulations and trial documents, and as necessary to interpret such documents to others as they apply to various situations;
- Ability to perform and to report findings;
- Ability to maintain professional legal knowledge through reading and continuing education;
- Strong communication skills, including but not limited to, the ability to listen, negotiate, problem-solve and advise diverse audiences, including the Mayor, City Council, department heads, other City officials or members of the public;
- Employees are expected to be able 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 to practice law in the Commonwealth of Pennsylvania are required. In addition, three (3) years of relevant legal experience as a practicing attorney responsible for drafting of pleadings, motions and briefs, as well as actual courtroom experience is essential. Experience in administrative proceedings may serve as substitute for courtroom experience. Must be admitted or eligible to practice law in the U.S. District Court for the Middle District of Pennsylvania and the Third Circuit Court of Appeals. Experience in declaratory and injunctive relief a plus. Background in municipal law and both civil and criminal proceedings preferred. A valid Pennsylvania Driver's License, Class C, or equivalent and reliable transportation are required.