

ASSISTANT CITY SOLICITOR/COLLECTIONS

The City of Harrisburg is accepting applications for an Assistant City Solicitor/Collections in the Department of General Government, Office of the City Solicitor. This position is responsible for assisting in the review of commercial and residential utility accounts, investigating the basis for unpaid claims and liens. The Assistant City Solicitor/Collections will be responsible to appear before magisterial and local courts, as well as process filings in bankruptcy courts to secure debts to the City. The attorney will perform legislative review, drafting and updates of the City's sanitation ordinances and rules. Other collection work for the City related to loans and liens in order to recapture outstanding financial obligations owed to the City will be required. 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 or eligibility to practice law in the Commonwealth of Pennsylvania are required. In addition, one (1) year of relevant legal experience as a practicing attorney is essential. 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 \$55,000 to \$60,000 (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. 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:

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

GENERAL STATEMENT OF DUTIES:

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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. and in the Public Works facilities. 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 related to City Code violations in State and Federal Court and fines, costs and penalties owed. 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 related to financial disputes 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. 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,

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ESSENTIAL FUNCTIONS (CONT.):

grant applications, by-laws and various state and federal forms where the City or any City department has an interest therein. Assists in the negotiation of settlement agreements or other legal instruments. Performs extensive reading of, research for and examination of documents. Prepares necessary Resolutions and Ordinances for the City at the direction of any department, the Mayor and/or City Council or on own initiative to modernize or assisting the efficient collection of funds. Review, drafting and integration of departmental regulations related to collection of funds. 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;
- Knowledge of federal bankruptcy law;
- Knowledge of Pennsylvania Administrative Agency Law;
- Exceptional legal research skills and legal writing skills; knowledge of Lexis a plus;
- Skill in securing information and facilitating final resolutions of disputed accounts;
- Ability to organize, interpret and apply legal principals and specialized knowledge to particular circumstances;
- 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;

GRADE: M-18

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CONT.):

- 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 or eligibility to practice law in the Commonwealth of Pennsylvania are required. In addition, one (1) year of relevant legal experience as a practicing attorney is essential. 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.