

# **CITY OF HARRISBURG**

## **ASSISTANT CITY SOLICITOR**

Applications are being accepted by the City of Harrisburg for Assistant City Solicitor positions in the Office of the City Solicitor. The chosen candidates must be extremely organized and self-motivated. An Assistant City Solicitor works under the general supervision of the City Solicitor and the Senior Deputy City Solicitor. These are management, FLSA-exempt positions.

### **QUALIFICATIONS**

Graduation from a recognized and ABA-accredited law school and a current license to practice law in the Commonwealth of Pennsylvania. In addition, one (1) year of relevant legal experience as a practicing attorney is 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. Willing to train the right candidate with one (1) year of practice experience in any area of law.

### **COMPENSATION & BENEFITS**

The City of Harrisburg offers a competitive annual salary range of \$100,000 to \$120,000 (commensurate with experience and qualifications). This full-time position also includes an excellent benefits package: defined pension plan, paid holidays, paid time off (vacation, sick and personal time) and health care benefits (medical, dental, prescription and vision).

If interested, please submit a cover letter, your resume, three employment references and salary history to **(electronic submission preferred)**:

[HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov)

or

**City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 North 2nd Street, Harrisburg, PA 17101  
Phone: (717) 255-6475**

Positions will remain open until filled.

### **REQUIRED JOB KNOWLEDGE, SKILLS:**

- Ability to quickly secure a working knowledge of the Third-Class City Code, the Optional Third Class
- City Charter Law, the City Code, and other general and specialized laws;
- Proficient in legal and non-legal research, through both electronic and traditional mediums;
- 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, interpret such documents for 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.