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**JOB DESCRIPTION**

**Title: Assistant City Solicitor – Taxes and Liens (Part-Time)**

**Department: Law**

**Supervisor: City Solicitor**

**Date: July 20, 2022**

**General Description:**

The Assistant City Solicitor is responsible for drafting and reviewing legal documents, advising municipal officials, and representing the City's interests in a variety of legal forums, including administrative and judicial proceedings.

**Essential Job Functions:**

* Provides legal advice to the Scranton Single Tax Office (STO) and the City Treasury Bureau
* Provides legal assistance and input to STO and Treasury in responding to citizen inquires and complaints on taxes, fees, delinquencies, liens, assessments, and related topics
* Reviews and authorizes all threats of legal action and legal actions to be taken by STO in pursuit of delinquent taxes
* Represents the City in magisterial, state, and federal courts as needed in matters involving taxes
* Prepares and responds to litigation pleadings and discovery relating to STO, Treasury, and related offices
* Advises the Office of Community Development on LERTA
* Negotiates settlements of legal matters and claims
* Provides legal assistance for responding to public records requests
* Drafts ordinances and resolutions involving taxes and related topics
* Researches complex legal issues involving taxes, fees, delinquencies, liens, assessments, and related topics
* Advises department heads and employees on matters specific to their unique circumstances
* Prepares legal documents for STO and Treasury
* Consults with and assists fellow solicitors and attorneys
* Consults with and assists outside counsel
* Performs related work as may be required

**Required Training, Experience, Knowledge, Skill, and Abilities:**

* Admission to the Pennsylvania Bar required
* Experience in and/or knowledge of municipal law preferred, including but not limited to:
  + Laws of the Commonwealth
    - Real Estate Tax Sale Law
    - Local Tax Collection Law
    - Local Tax Enabling Act (Act 511)
    - Municipal Claim and Tax Lien Law
    - Local Economic Revitalization Tax Assistance Act (LERTA)
    - Real estate tax statutes
    - Home Rule Charter Act
  + Laws of the City of Scranton
    - City Home Rule Charter
    - Administrative Code
    - Taxation Code
* Experience in and/or knowledge of Lackawanna County Tax Claim Bureau procedure preferred
* Ability to effectively present a case and advocate for client
* Ability to research and analyze legal issues in a fast-paced environment and advise how to effectively apply said advice on a practical level
* Ability to draft and review legal documents
* Ability to communicate succinctly with elected and appointed officials, City employees, and department heads
* Ability to resolve legal issues in a practical, cost-effective manner
* Excellent organizational skills
* Excellent skills in the use of personal computers and office software including word processing, databases, and spreadsheets

**Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.**