



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

JOB DESCRIPTION

Title: Assistant City Solicitor
Department: Law
Supervisor: City Solicitor
Date: July 29, 2024

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.

The Law Department works on a wide variety of substantive legal portfolios. All eligible attorneys are encouraged to apply, regardless of their areas of interest or expertise.

Essential Job Functions:

- Provides legal advice and legal services to the Mayor and City Departments
- Drafts, edits, reviews, and negotiates contracts for the procurement of goods and services
- Drafts ordinances, resolutions, regulations, and policies
- Oversees litigation, to include direct representation of the City as well as management of matters handled by outside defense counsel
- Researches complex legal issues
- Coordinates with fellow solicitors, outside counsel, City vendors, and other stakeholders
- Performs related work as may be required

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

- **Certification:** Admission to and good standing with the Pennsylvania Bar and the U.S. Middle District required.
- **Experience/Knowledge:** Minimum 2 years' legal experience, 5 preferred. Experience in and knowledge of relevant municipal law, contract law, and civil procedure required.
- **Skills/Abilities:**
 - Researching and analyzing legal issues in a fast-paced environment and advising how to effectively apply that advice on a practical level
 - Effectively presenting a case and advocating for a client
 - Communicating succinctly with government officials and employees
 - Resolving 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

Position Information:

- Available beginning August 12, 2024
- Full-time
- 2024 Salary: \$78,540 (fixed by city law)
- Health, dental, and vision benefits
- Paid annual leave
- Parking provided
- In-person, with occasional telework
- Non-union appointment

Please email a resume and cover letter to humanresources@scrantonpa.gov

Applications will be reviewed on a rolling basis.