

County of Berks

POSITION DESCRIPTION FORM

Position Title: Assistant County Solicitor

Department Solicitor Reports To: County Solicitor

Effective Date 7/10/01 Revision Date: _____

Wage Category: Exempt Non-Exempt

EEO-1 Category: Officials/Administrators Union Classification: N/A

POSITION SUMMARY:

This position provides legal representation and advises the Board of Commissioners, as well as all departments and elected offices of the County.

POSITION RESPONSIBILITIES:

Essential Functions

1. Provides legal advice to County Departments, elected officials, and the Board of Commissioners on various issues including contract matters, liability issues, and litigation issues.
2. Drafts contracts, ordinances, and various other legal documents for the Board of Commissioners and other County departments.
3. Assists Purchasing in the drafting and review of procurement documents, including invitations to bid, requests for proposals and purchase orders.
4. Drafts and reviews contracts developed as a result of the public procurement process.
5. Reviews insurance requirements and consults with County's insurance broker on insurance coverage issues.
6. Reviews all County Policies on a regular schedule for compliance with applicable laws and regulations.
7. Reviews and reuses, as appropriate, all current County templates for the procurement process.

8. Acts as a liaison between the County, the public, County departments and outside vendors, contractors, and agencies on issues including ITBs, RFPs, contract matters, and County government procedures.
9. Works with Human Resources to provide legal assistance on the development of policies to improve the overall operation of the County from a legal perspective.
10. Provides coverage for assistant county solicitors and paralegals as requested by Solicitor.

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

1. Juris Doctorate degree from an accredited law school
2. Admission to the Pennsylvania Bar by the Supreme Court of Pennsylvania.
3. Five (5) years of experience in related legal field
4. Specialized legal knowledge of Contract and Procurement Law

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Administrative Procedure.
2. Knowledge of local government organization and administration
3. Knowledge of applicable local, state and federal laws and regulations
4. Ability to communicate effectively both orally, and in writing.
5. Ability to interpret and apply applicable rules, laws, ordinances and policies
6. Ability to establish and maintain working relationships

PHYSICAL DEMANDS:

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds a distance of fifteen (15) feet or less.

WORKING ENVIRONMENT:

Normal office environment. Position requires regular travel to satellite County locations. Incumbent needs access to transportation.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.