



County of Berks POSITION DESCRIPTION FORM

Position Title:	Assistant County Solicitor		
Department:	Solicitor	Reports To: (Title)	County Solicitor
Effective Date:	July 10, 2001	Revision Dates:	January 6, 2020 June 29, 2020
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
EEO-1 Category:	Officials/Administrators	Union Classification:	N/A

POSITION SUMMARY:

This position provides legal representation and assists the County Solicitor and First Assistant County Solicitor in advising 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 two or more of the following issues: contract matters, liability issues, labor and personnel issues, guardianship matters, open records matter, collection issues and litigation matters.
2. Drafts contracts, ordinances, policies and various other legal documents for the Board of Commissioners and other County departments.
3. Files legal pleadings and documents necessary to represent the County at miscellaneous hearings and matters.
4. Provides coverage for the County Solicitor and First Assistant County Solicitor as needed for various meetings, hearings and other matters.
5. Assists in providing legal representation and advice to County on labor grievances/arbitrations filed by the various unions.
6. Acts as a liaison between the County, the public, County departments and outside agencies on issues including grants, contract matters, real estate transactions, and County government procedures.
7. Works with Human Resources to provide legal assistance on the development of policies, to discuss employment actions and to improve the overall operation of the County from a legal perspective.
8. Assists Assistant County Solicitor in purchasing matters, including the drafting and review of procurement documents, invitations to bid, requests for proposals and purchase orders.
9. Drafts and reviews contracts developed as a result of the public procurement process.
10. Reviews insurance requirements and consults with County's insurance broker on insurance coverage issues.
11. Reviews all County Policies on a regular schedule for compliance with applicable laws and regulations.
12. Reviews and reuses, as appropriate, all current County templates for the procurement process.

13. Provides coverage for assistant county solicitors and paralegals as requested by Solicitor or First Assistant Solicitor.

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

- Juris Doctorate degree from an accredited law school.
- Admission to the Pennsylvania Bar by the Supreme Court of Pennsylvania.
- Five (5) years of experience in related legal field.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of trial advocacy including Rules of Evidence and Civil Procedure.
- Knowledge of local government organization and administration.
- Knowledge of applicable local, state and Federal laws and regulations.
- Ability to communicate effectively both orally, and in writing.
- Ability to interpret and apply applicable rules, laws, ordinances and policies.
- Ability to establish and maintain working relationships
- Ability to handle stress.
- Physical presence in the office is required.

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.