

LUZERNE COUNTY, PENNSYLVANIA
Job Description

Position Title: County Solicitor
Division: Office of Law/County Solicitor

Reports to: County Manager **FLSA Status:** Exempt

Essential Duties and Responsibilities: The County Solicitor, a full-time position, is the chief legal officer and attorney for the County government and has such powers, duties and authority as are given by the Charter, by law, or by ordinance. The County Solicitor manages, oversees and is ultimately responsible for the work of other employees in the Solicitor’s Office. The County Solicitor shall serve as legal advisor, attorney, and counsel in all official matters to the County Manager, all elective County officials, divisions, departments, bureaus, offices, agencies, boards, authorities, commissions, and other administrative units of the County government, except where the Luzerne County Charter specifically authorizes an elective official to contract for independent legal opinions and/or temporary special legal counsel. The County Solicitor also prepares and/or approves, upon request, for legality all contracts, agreements, leases, surety bonds, or other legal documents on behalf of County government, except as otherwise provided in the Charter; exercises, when deemed necessary, the right to inspect at reasonable times the records of any County department, administrative unit, board, commission, authority, or committee of the County in connection with the performance of the powers and duties of the County Solicitor’s office.

The County Solicitor and Office of Law shall act at all times on behalf of Luzerne County as their client and shall owe the highest duties of loyalty, independent judgment, and professional responsibility to Luzerne County.

Minimum Qualifications, Skills and Abilities	
Education:	<p>JD from an accredited law school. Preferably, at least three to five years practicing in administrative and/or public entity matters, municipal law, and/or having managerial experience.</p> <p>Must be duly admitted and a member in good standing of the Bar of the Supreme Court of Pennsylvania.</p>
Skills/Abilities:	<p>Comprehensive knowledge of Federal, State and local statutes, the Luzerne County Charter, laws, precedents, principles, and practices governing and/or affecting local civil law. Comprehensive legal research and analysis skills, procedures related to areas of taxation, civil rights, labor and employment, and the like.</p> <p>Must possess a thorough knowledge of the statutes, regulations operations and structure of the local legal environment. Must effectively manage all other in the office, including other attorneys, paralegals and clerical staff.</p> <p>Must possess ability to communicate effectively both orally and in writing.</p>

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the County Manager.