

Anise Miller
Human Resource Generalist
Department of Human Resources
Ext-7968

Telephone (610) 447-7700
Facsimile (610) 447-7802
amiller@chestercity.com

City of Chester
Job Posting

Position Title: Assistant Solicitor
Organization Unit: Mayor Office
Reports to: Solicitor
Status: Full-time, Non-Bargaining Unit
Hours: M-F, 9:00am – 4:30pm
Posting Period: January 13, 2022 – January 23, 2022, or until position is filled
Salary: \$66,950.00
Benefits: Medical, Vision, Dental, & Life

DUTIES INCLUDE BUT NOT LIMITED TO:

1. Attends City Council meetings, deliberative meetings, and other meetings as needed. City Council meets for deliberative every second and fourth Monday of the month at 2:00 pm, and for council meetings every second and fourth Wednesday of the month at 10:00 am. There are some council meetings held in the evenings at 7:00 pm.
2. Consults and provide timely responses via telephone and email to all inquiries from elected officials of the City. Responsiveness is critical to the City.
3. Develops and reviews ordinances, resolutions, and policies requiring council's vote. Assist in updating City ordinances and policies as needed.
4. Handles legal matters related to the interpretation of City ordinances and codes, the Sunshine Act, the Right to know Law, the Ethics Act, and other municipal laws.
5. Prepares and reviews contracts and provides advice and counsel regarding competitive bidding requirements.
6. Handles legal matters related to personnel and labor relations; zoning, subdivision and land development; code enforcement; public bidding; sewage system and stormwater; and law enforcement.
7. Represents the City in litigation in state and federal court as necessary.
8. All other duties as assigned.

MINIMUM REQUIREMENT

1. Possession and proof of a Juris Doctorate Degree and an active Pennsylvania license;
2. A minimum of 3-5 years of legal experience in local government;
3. Experience working in an Act 47 Municipality that has gone into Receivership;
4. Must have a high level of interpersonal skills to handle sensitive and confidential situations;

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5. Must be able to interact and communicate with stakeholder at all levels of the organization and community;
6. Must have excellent command of the English language;
7. Must have knowledge of a variety of computer software applications in Microsoft office.

ADDITIONAL REQUIREMENTS

In order to receive a final offer of employment from the Cit of Chester, candidates must be fully vaccinated against COVID-19 or undergo weekly COVID-19 testing provided on site at Chester City Hall. The City of Chester will allow for medical and religious exemptions from the requirements in accordance with state and federal laws. Additionally, candidates must successfully pass all pre-employment testing requirements, which includes drug testing as required for the position.

CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7834 FOR A JOB APPLICATION OR DOWNLOAD FROM THE CHESTER CITY WEBSITE AT WWW.CHESTERCITY.COM