



# COUNTY OF LEBANON

## Job Announcement

Posting Date: January 11, 2023

<b>Position:</b>	Deputy Chief Clerk/Solicitor
<b>Department:</b>	Commissioners' Office 400 S. 8 <sup>th</sup> Street, Room 207 Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	N/A
<b>Hours:</b>	8:30AM- 4:30PM, Monday through Friday (70 hrs. biweekly)
<b>Pay Grade:</b>	NU 19
<b>Salary Range:</b>	\$2,541.73 Bi-weekly
<b>Full-Time employee Benefits:</b>	<b>*Paid</b> health, Vision, Prescription <b>*Paid</b> Dental <b>*Paid</b> Life insurance <b>*Paid</b> Holidays <b>*Paid</b> -time-off <b>*Pension</b> retirement plan ----- <i>Additional Optional insurances:</i> *Deferred Compensation, Whole Life, Short Term Disability, Critical Illness, Accident & Cancer Plans.

➤ **The following documents must be submitted for consideration:**

- County of Lebanon Application
- Resume

➤ **Applications will be accepted through Wednesday, February 8, 2023**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

The primary purpose of the Deputy Chief Clerk/Solicitor is to work closely with the County Administrator/Chief Clerk to perform a wide variety of high-level administrative, oversight, research, and resolution responsibilities associated with County Commissioners' Office, with appropriate authority and accountability to assist with leading the operations of County Government.

The incumbent in this position is responsible to assist with the administration and management of all departments under the authority of the County Administrator/Chief Clerk. Additional areas of responsibility include but are not limited to assisting with budgetary and fiscal operations, general administrative duties, and liaison support to the court system, row officers, boards, and commissions of the County.

The Solicitor acts as General Counsel to the Board of Commissioners and all County Departments serving under the Commissioners on legal and policy matters. The Solicitor counsels the Board of Commissioners on the impacts of policy choices and potential outcomes. Manages litigation against and by the County. It is the role of the County Solicitor to provide responsive and ethical legal services so that the County achieves its policy and operational goals in a cost-effective manner. Must remain current on knowledge of relevant laws, statutes, legal processes, procedures, and related matters.

Proficient English usage, writing, spelling, grammar, and punctuation. Solicitor: Ability to read, analyze, and interpret legal documents and interpretations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from judges, attorneys, elected officials and the general public. Ability to operate and understand a computer terminal, its operating programs and peripheral equipment. Skilled in computer use, including emails, word processing, and spreadsheet programs. Strong attention to detail, highly organized, maintains confidentiality, can work under time constraints. Superior interpersonal relations and communications skills (both written and verbal). Knowledge of meeting protocols, parliamentary procedures, principles, and practices used in accurate reporting of actions taken by a legislative body.

**MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

***Deputy Chief Clerk/County Administrator:***

1. Bachelor’s degree in public administration, business administration, or a related field OR equivalent combination of education and directly related experience of similar scope and level of responsibility
2. Minimum of four years’ experience in capacity with similarly high-level lead with administrative duties, specialty oversight, and juggling multiple large projects simultaneously
3. Learn and maintain familiarity with pertinent federal, state, county, and local laws, codes, ordinances, and regulations
4. Learn and maintain thorough knowledge of county government operations
5. Model and promote efficiency, effectiveness, sound independent judgment, confidentiality, and high ethical standards
6. Establish and maintain positive working relationships with employees, elected officials, and general public
7. Regular, consistent presence at work site(s)

***Solicitor:***

8. Juris Doctorate (J.D.) from an ABA accredited school of law
9. Licensed attorney in the Commonwealth of Pennsylvania
10. Minimum of five (5) to eight (8) years of progressive legal experience and responsibility demonstrating expertise in public sector municipal practice
11. Demonstrated proficiency and comfort speaking in varied public settings.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Valid Pennsylvania driver’s license
2. Reliable transportation

<b>Application and resume submission options:</b>	
<b>1. Scan and email your application and resume directly to Human Resources:</b>	<b>2. Mail:</b>
Email: <a href="mailto:Apply@lebanoncountypa.gov">Apply@lebanoncountypa.gov</a>	ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042
	<b>3. Fax:</b> (717) 675-2668

*\*An Equal Employment Opportunity Employer\**