

COUNTY OF BUCKS

JOB TITLE:	County Solicitor	JOB CODE:	040
DEPARTMENT:	Solicitor	UNION:	00
FLSA STATUS:	Exempt	GRADE:	
		REVISION DATE:	10/18/2018

POSITION SUMMARY:

Full-time position, a licensed Pennsylvania attorney who provides legal advice and representation to County Commissioners and County government units, including supervision of assistant solicitors, oversight of department solicitors (including Children & Youth, MH/DP, Health, AAA, and Tax Claim) and appointment and supervision of outside counsel. Also coordinates on all legal matters with Courts, Row Offices and Boards and Authorities.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- The County Code provides for the statutory duties of the County Solicitor to commence and prosecute all suits brought or to be brought by the County wherein any rights, privileges, properties, claims or demands of the County are involved.
- General supervision of all legal action involving the County.
- Defends all actions or suits brought against the County and renders all legal advice incident to County government that may be required of him/her by the County Commissioners.
- Provides legal advice to division leaders and heads of all County departments, boards and bureaus.
- Drafts and/or reviews Ordinances, resolutions, contracts and opinions.
- Maintains all Ordinance and Minute books.
- Supervises Assistant Solicitors and other managers as directed along with clerical staff.
- Performs other duties as assigned by the Board of Commissioners or Chief Operating Officer.
- Reports to the Chief Operating Officer.

QUALIFICATIONS REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Any combination of experience and training which affords the applicant an opportunity to gain the above listed knowledge, skill and ability.

- Be currently and continually licensed to practice law before the Pennsylvania Supreme Court.

Position: County Solicitor

FUNCTIONAL REQUIREMENTS:

Physical Demands: (Check all that apply)

Balancing	X	Stooping		Pushing	X
Climbing		Crouching		Pulling	X
Crawling		Kneeling	X	Handling	X
Standing	X	Sitting	X	Talking	X
Turning	X	Reaching	X	Hearing	X
Seeing	X	Color Vision		Depth Perception	X
Mobility	X				

Lifting: (Check one)

	A) Light	(20-25 lbs)
X	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Carrying: (Check one)

	A) Light	(10-25 lbs)
X	B) Medium	(25-50 lbs)
	C) Heavy	(50-100 lbs)
	D) Very Heavy	(over 100 lbs)

Aptitudes: (Check all that apply)

Form perception	X	Problem solving	X
Motor coordination	X	Working speed (ex.wpm)	X
Finger dexterity	X	Manual dexterity	X
Computer/VDT ability	X	General learning ability	X
Clerical perception	X		

Environmental Conditions: (Check all that apply)

Extreme cold		Extreme heat	
Temperature changes		Wet conditions	
Humid conditions		Exposure to fumes	
Exposure to blood and body fluids		Noise and vibration	X
Exposure to chemicals		Poor ventilation	
Inclement weather conditions; Inside/outside weather conditions			

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I certify I am able to perform each and every essential function of the job for which I have applied, with or without a reasonable accommodation.

Signature: _____ Date: _____