

ALLEGHENY COUNTY
JAIL OVERSIGHT BOARD
436 Grant Street, County Courthouse
Pittsburgh, PA 15219

12/24

SOLICITOR BID ANNOUNCEMENT

Position Title: Jail Oversight Board (JOB) Solicitor

Compensation: As per 36-23-OR §5-214.04(B), the Board shall receive reasonable funding for and shall hire and supervise a Solicitor as authorized through the annual budget to provide legal advice as needed. Such Solicitor's general retainer shall not exceed \$1,500 per month, although billing additional amounts for atypical services rendered, including but not limited to in-court appearances, shall be permissible to the extent authorized by annual budgetary appropriations.

How to Apply: Applications will be accepted until the position is filled and/or the posting is closed. After reviewing this Job Announcement, please click on the link at the bottom of the page to apply online. At the time of application, you must submit the following:

1. A cover letter and resume. A resume may not be substituted for an application.
2. Statement of interest or legal writing example demonstrating prior experience in municipal board representation and government oversight. No more than five (5) pages.
3. For applicants who have graduated from law school within the last three years, a law school transcript is requested, but not required to be considered for an interview. Further instructions on submission of documents are available in the online application.

Minimum Requirements:

1. A law degree (J.D. or L.L.B.) from an accredited law school, and an active license to practice law in the Commonwealth of Pennsylvania.
2. In accordance with 36-23-OR § 5-214.04 (C), eligible applicants must be free of conflicts of interest with the JOB and its Members, which, in part, includes: (1) not being a full- or part-time employee of the County while employed as Solicitor; (2) not being a party to any contract with the County while employed as Solicitor; and (3) if employed or contracted by a firm, the firm must also not be a part to any contract with Allegheny County while you are employed as Solicitor.
3. County policy requires candidates, prior to receiving a final offer of employment, to successfully pass a background check, which includes verification of Allegheny County Real Estate Tax status.

Position Summary:

The Allegheny County Jail Oversight Board is a statutory body consisting of Allegheny County officials and citizens that oversee the operation and maintenance of Allegheny County Jail (ACJ).

This includes oversight of the alternative housing facilities of the Allegheny County Bureau of Corrections and the health and safekeeping of incarcerated individuals. The JOB Solicitor shall assist the Board in fulfilling its statutory duties pursuant to 61 Pa.C.S. §§ 1721-28. Pursuant to 36-23-OR (Attachment A), the JOB Solicitor shall be managed by the entire Board. The duties and responsibilities under this role in no way supersede or replace the Board's statutory duties.

Duties:

1. Provides legal counsel and advice to the JOB in accordance with 36-23-OR (Attachment A), including interpreting applicable statutes and authority, laws, ordinances, and regulations.
2. Performs legal research and prepares memorandums, opinion letters, motions, resolutions, and other legal documents as required.
3. Prepares legal pleadings for litigation matters and provides legal representation on behalf of the Board, including active participation in pre-trial practice, pre-trial hearings, trials, and appellate proceedings in local, state, and federal courts.
4. Attends internal and public meetings, discussions, and/or trainings as requested.
5. Performs other legal work as required or requested.

Knowledge, Skills, and Abilities

Knowledge of:

1. Municipal law, administrative law, civil rights law, prisoners' rights law, healthcare privacy law, contracts law, employment law, and tort law. Significant experience in municipal and government oversight practice preferred.
2. Applicable rules of court, civil procedure, appellate procedure, rules of evidence, the Allegheny County Administrative Code, rules regarding ethics and professional responsibility, Robert's Rules of Order, and JOB Bylaws. See <https://www.alleghenycourts.us/wp-content/uploads/2024/04/JOB-Bylaws-Final.pdf>.
3. General trial tactics and procedures.
4. Judicial and administrative procedures.

Skill(s) in:

1. Electronic technology such as email, Word, pdf, Teams, Zoom, DocuSign, Outlook, office case management programs, and legal research platforms (Westlaw & Lexis/Nexis).

Ability to:

1. Effectively interact with County personnel and Board members to represent the JOB in legal matters.
2. Advise regarding board governance practice and compliance with Robert's Rules of Order and JOB Bylaws.
3. Effectively interact with County personnel, Board members, opposing counsel, and litigants to resolve disputes and negotiate agreements.
4. Write in an effective and clear manner.
5. Meet deadlines for assigned work for the submission of legal documents to courts, boards, and agencies.
6. Work independently as required.
7. Review and analyze proposed statutes, rules, and regulations.
8. Develop effective working relationships with Board members, County employees, Court employees, attorneys, and other parties with whom regular contact occurs.
9. Abide by all applicable codes of ethics and professional responsibilities.

10. Travel to various locations throughout the County as required by the job duties of the position and occasionally travel out-of-county or out-of-state to attend trainings or conferences.

Residency: Allegheny County within 1 year.

Veterans' Preference: Will be awarded to eligible candidates.

AN EQUAL OPPORTUNITY EMPLOYER - M/F/V/D