



## MacElree Harvey Job description

JOB TITLE: **Attorney, Land Use**

DEPT. NAME: **Land Use**

REPORTS TO: **Department Chair**

DATE: **January 2023**

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### **Primary Purpose of Position:**

Handles a variety of legal matters in the Land Use Department. Participates as part of a team handling matters in virtually every township in Chester County as well as in Montgomery, Bucks and Delaware counties and numerous other counties throughout the Commonwealth. Also handles matters with state and federal regulators and regulatory agencies.

### **Essential Functions and Responsibilities:**

- Handle a variety of legal matters in the areas of land use, zoning, urban redevelopment and historic preservation, real estate litigation, agricultural law, environmental law, municipal government and regulation, land use planning and related matters.
- Attend evening municipal meetings during the week
- Represent developers, entrepreneurs, institutions and individuals in land use, zoning, tax assessment appeals and related litigation.
- Assist with managing matters at the municipal and state government levels.
- Assist with subdivision and land development projects.
- Represent builder/developers and landowners in all aspects of zoning from petitions for zoning ordinance amendments, to applications for special exceptions, variances, conditional uses, and expansions of nonconforming uses. We provide zoning advice and represent clients in all aspects of zoning.
- Conduct legal research and analyze contracts, statutes, recorded judicial decisions, legal articles, and other codes and regulations to prepare legal documents and provide sound legal advice.
- Works in close partnership with other attorneys in the Land Use Department as well as other departments.
- Communicates and negotiates contracts, disputes and other matters.
- Able and willing to handle real estate and other litigation matters from inception to conclusion.

### **Position Specifications:**

- Must be admitted to practice law in the Commonwealth of Pennsylvania.
- Five (5) or more year's law firm experience in Land Use law preferred.

- Must have knowledge or ability to research applicable laws, legal codes, court procedures, precedents, government regulations, agency rules and executive orders.
- Maintains a professional courteous manner with all clients, vendors and fellow employees.
- Must be a self-starter with excellent organizational skills. Must be highly motivated and able to work independently in a family oriented but relatively fast paced law firm
- Must have excellent reading comprehension skills and writing skills.
- Possesses strong decision-making, critical thinking and active listening skills.
- Must have knowledge of processes and principles for providing excellent customer service.
- Must be results oriented and able to build a positive work environment.
- Good planning and organizational skills and well-developed interpersonal and communication skills.
- Strong computer skills required specifically Lexis or Westlaw and MS Word for Windows.
- The applicant should have an interest in growing as a long-term member of the firm.