

Associate Counsel – Claims & Litigation

Pittsburgh Regional Transit is seeking an Associate Counsel – Claims & Litigation to represent Pittsburgh Regional Transit as the attorney of record in civil, labor, criminal and administrative matters; provide legal advice and counsel to Authority personnel; provide legal services and counseling regarding internal and external legal matters.

Essential Functions:

- Provide proactive and effective legal representation for Pittsburgh Regional Transit and its members, officers and employees in a wide range of claims litigation matters, including personal injury and property damage claims as assigned and under the direction and guidance of the Director of Legal & Consulting Services, Chief Legal Counsel, Counsel – Claims & Litigation Matters and/or other designated Legal Department attorney(s).
- Prepare legal documents including pleadings, discovery requests and responses, motions, briefs, etc., as litigation needs dictate.
- Interview witnesses, parties, etc. for the development of facts relative to matters asserted against Pittsburgh Regional Transit or by Pittsburgh Regional Transit, as the issue or issues dictate.
- Draft, review, analyze and interpret legal documents, including civil complaints, answers, discovery matters, contracts, construction documents, etc.

Job requirements include:

- Degree of Juris Doctorate and membership in good standing of the Pennsylvania Bar.
- Valid Pennsylvania License to Practice Law.
- Minimum of three (3) years substantive experience in civil litigation with emphasis on discovery, trial preparation and trial of civil matters, including personal injury and property damage cases, in the Court of Common Pleas of Allegheny County or comparable forum.
- Admission to Pennsylvania State Courts.
- Demonstrated knowledge of Pennsylvania Rules of Civil and Appellate Procedure and applicable statutes.
- Demonstrated ability to analyze issues and communicate legal advice, both in written and oral form, to non-lawyers.
- Demonstrated ability in the use of Windows, Microsoft Word, Outlook, and Westlaw legal research software.
- Professional and effective communication skills.

Preferred attributes:

- Experience prosecuting and defending litigation matters on behalf of a Pennsylvania government agency or Pennsylvania municipal entity.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Missy Ramsey
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
MRamsey@portauthority.org
EOE