

JOB TITLE: **Associate Attorney**

DEPT. NAME: **Municipal, Education,  
Zoning & Land Use**

REPORTS TO: **Partners**

Unruh Turner Burke & Frees, a thriving suburban Philadelphia-area law firm based in West Chester, Pennsylvania, with a strong municipal, land development and school law practice, has an opening for an experienced, team-oriented attorney with solid people skills.

**Primary Functions and Responsibilities:**

The position will entail representation of public clients including townships, zoning hearing boards, authorities and school districts along with other similar solicitorships; in the private sector work, the position includes representation of developers, business owners and property owners in land use and zoning matters. The candidate will provide sophisticated research, analysis and first-chair guidance to clients. Duties will include navigating municipal regulations; participating and leading municipal meetings and development hearings. Presentation skills and the ability to handle multiple projects simultaneously is a must. Ability to attend legislative body meetings and hearings on a regular basis, including evening work, is required.

**Relevant Experience and Major Qualifications:**

- Candidate must be admitted to practice in Pennsylvania.
- Previous law firm experience in Pennsylvania representing clients before public legislative and hearing entities.
- Excellent research and writing skills, including both trial and appellate brief-writing.
- Strong communication skills, high levels of motivation. We are looking for hard-working and diligent candidates able to effectively communicate orally and in writing.
- Demonstrated ability to absorb, process and understand new information rapidly.
- Ability to work with clients, development interests and public sector representatives with equal composure and professionalism.
- Experience in prosecuting municipal enforcement matters a plus.

Competitive starting salary commensurate with experience, along with a comprehensive benefits package including medical, dental, vision and 401K.

Unruh Turner Burke & Frees is an equal opportunity employer.

Qualified candidates should forward resume with salary requirements to Susan Ondeck at [sondeck@utbf.com](mailto:sondeck@utbf.com)