

MATTHEW J. KLOIBER

SUMMARY

Pennsylvania licensed attorney. Directly advised chief executives and decision makers on legal, regulatory, and policy matters. Clerked at Federal, appellate and trial court levels. Has highly refined research, writing and analytical skills. Advanced training in advocacy (LLM) further developed through in-court experience as a solicitor and as an associate. Repeatedly recognized for abilities and accomplishments.

PROFESSIONAL EXPERIENCE

FIRST ASSISTANT COUNTY SOLICITOR

County of Berks – Reading, PA

February 2016 – August 2016

Personally advised three county commissioners on legal and regulatory matters for a 2400 person operation. Advised county departments, bureaus, boards and Berks Heim County Nursing and Rehabilitation Facility. Advocated at hearings before courts and administrative bodies. Assisted in addressing personnel and union matters. Member of Berks County Elder Abuse Task Force. Researched, reviewed and drafted: contracts; resolutions; ordinances; agreements; forms; policies; leases; memoranda; briefs; pleadings; and Right to Know responses. Oversaw special project involving multiple employees, departments, and elected officials, and conducted extensive legal research and analysis, which successfully addressed a significant issue. Assisted in overseeing outside counsel.

ASSISTANT CITY SOLICITOR

City of Bethlehem – Bethlehem, PA

2014 – February 2016

Personally advised Mayor Donchez, department heads and bureau chiefs on legal, regulatory, personnel and operational matters. Solicitor to the Bethlehem Planning Commission. Worked closely with human resources and department heads on personnel matters. Worked with union leaders and counsel to address labor issues. Conducted training on legal issues. Represented the administration at Bethlehem City Council and committee meetings. Researched, reviewed, drafted and edited: contracts; resolutions; ordinances; agreements; forms; policies; pleadings; briefs; memoranda; employment agreements; settlement agreements; Right to Know responses and other documents. Advocated at hearings, arguments, labor arbitrations and appeals. Assisted in overseeing outside counsel. Assisted in conducting internal investigations. Recognized as an employee of the year.

CONTRACT ATTORNEY

Philadelphia, PA and Central PA

2013

Assisted a private equity investment firm prepare for a Securities Exchange Commission review. Assisted a private manufacturer conduct an internal investigation of potential employee violations of federal trade law.

ASSOCIATE ATTORNEY

Michael J. O'Connor and Associates – Frackville, PA

2011 – 2012

Plaintiff based firm in which I counseled clients and advocated for them at hearings, conferences, depositions, trials, appeals, and arguments in personal injury, workers' compensation, unemployment compensation and social security matters.

ASSOCIATE ATTORNEY

Stevens & Johnson – Allentown, PA

2001 – 2002

Defense based firm in which I drafted pleadings, motions and briefs on behalf of medical providers in medical malpractice cases. Represented clients in arguments and conferences before common pleas courts.

JUDICIAL CLERKSHIPS

UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA

Judge James Knoll Gardner – Allentown and Philadelphia, PA

2004 – 2005

Researched and drafted orders, opinions and memoranda that addressed issues from all stages of litigation in criminal and civil matters. Assisted in hearings and trials. Participated in jury selections in Philadelphia. Representative areas of law: criminal; constitutional; employment; discrimination; copyright; negligence; and injunctive relief.

COMMONWEALTH COURT OF PENNSYLVANIA

Judge Renée Cohn Jubelirer (RCJ) – Allentown, PA

2002 – 2004; 2005 – 2009

Judge Robert Simpson – Nazareth, PA

2010 – 2011

Drafted opinions in hundreds of cases that addressed a variety of legal issues from across the Commonwealth. Attended and assisted with appellate arguments in Pittsburgh, Philadelphia and Harrisburg and with original jurisdiction trials in Easton. Repeatedly promoted and ultimately served as RCJ's Chief Clerk in which I oversaw daily operations in home and Harrisburg chambers by a team of four attorneys, two secretaries, and several interns. Representative areas of law: appellate; administrative; banking; constitutional (Federal and State); contract; civil service; driver and automobile licensing; education; employment (Federal and State); environmental; governmental; labor (Federal and State); liquor control; insurance; municipal; negligence; professional licensing; public utility; real property; unemployment compensation; workers' compensation; zoning and probation appeals.

LEHIGH COUNTY COURT OF COMMON PLEAS

Judge Alan M. Black – Allentown, PA

1999 – 2001

Judge Daniel K. McCarthy – Allentown, PA

August 2016 – Present

Researched and prepared orders, opinions and memoranda that addressed legal issues in hundreds of motions in civil, family and criminal cases. Assisted with trials, arguments and settlement conferences. Assisted in hearing and trials. Drafted jury instructions. Representative areas of law: negligence; contract; zoning; family and real property. Assisted in two homicide trials.

BACKGROUND

COURT ADMISSIONS:

- Pennsylvania and U.S. Supreme Courts
- United States District Court for the Eastern District of Pennsylvania

EDUCATION:

- **Temple University Beasley School of Law** – LL.M. in Trial Advocacy
- **Dickinson School of Law of the Pennsylvania State University** – J.D.
Family Law Clinic; law journal; articles editor; summer law clerk for the Honorable William E. Ford; and research assistant for Professor Katherine C. Pearson researching filial support laws and the interstate preclusive effect of consent judgments.
- **Dickinson College** – B.A. in Policy & Management Studies/Environmental Studies, cum laude

MEMBERSHIPS:

- Pennsylvania and Lehigh County Bar Associations.
- President of an organization of judges and lawyers from five counties dedicated to ethical development. Re-elected to a second two-year term.

RECOGNITION:

- City of Bethlehem *Employee of the Year*.
- Inducted into Leadership Lehigh Valley.
- *Member of the Year* of a local chapter of an international, charitable, public service organization.
- Dickinson Journal of International Law *Wilkes Award* for editorial board member of the year.
- Inducted into ODK Honorary Leadership Society.

COMMUNITY INVOLVEMENT

ACTIVITIES:

- Odyssey of the Mind Coach at a local elementary and middle school.
- Coach and volunteer for local youth soccer clubs.
- Elected as the founding leader of a local chapter of an international, charitable, public service organization. Subsequently served as a trustee.
- Past board member of the Volunteer Center of the Lehigh Valley.
- Assisted with Pennsylvania Bar Mock Trial Competition – Allentown, PA.
- Assisted in regional Round of National Trial Competition – Philadelphia, PA.