



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)  
ASSISTANT COUNSEL  
PENNSYLVANIA DEPARTMENT OF GENERAL SERVICES**

The Pennsylvania Governor's Office of General Counsel seeks a licensed attorney to serve as Assistant Counsel in the Office of Chief Counsel (OCC) at the Department of General Services (DGS). This position is based in Harrisburg and will be classified as an Attorney 1.

DGS' OCC represents the Department in legal actions and provides legal services to the Department's various operational bureaus. This position represents a unique opportunity for an entry-level attorney, who will serve as part of the OCC's Government Operations Unit, which provides legal assistance to DGS' Bureau of Real Estate and Bureau of Diversity, Inclusion and Small Business Opportunities by interpreting statutes, regulations, and judicial and administrative policies relating to the Department's leasing activities and governmental operations. Attorneys within the Government Operations Unit review and prepare drafts and comments on leasing contracts, proposed legislation, and administrative determinations including, but not limited to the Commonwealth's open records laws. They also participate in meetings, negotiations and litigation including the preparation of briefs and pleadings.

The successful applicant must possess solid written and oral communications skills, attention to detail, exceptional interpersonal skills, and an ability to foster trust and respect, including creating collaborative and responsive working relationships with colleagues and clients.

DGS' OCC is part of the Governor's Office of General Counsel, which provides efficient, responsive legal services to the Commonwealth, the Governor, members of his cabinet and more than 30 executive branch agencies, including the Department, which conduct the business of the Commonwealth. This includes rendering legal advice and representation concerning matters and issues arising in connection with the agencies under the Governor's jurisdiction, as well as select independent agencies. DGS' stated mission is to help government operate more efficiently, effectively, and safely – delivering exceptional value for all Pennsylvanians.

The successful applicant must have a Juris Doctor degree from an ABA-accredited law school and be a member in good standing with the Pennsylvania Bar. Interested applicants should send a cover letter setting forth interest in this position, resume, and writing sample **no later than November 11, 2022**, to [ogchiring@pa.gov](mailto:ogchiring@pa.gov), directed to Rodney R. Akers, Deputy General Counsel, Office of General Counsel, 333 Market Street, 17<sup>th</sup> Floor, Harrisburg, PA, 17101. OGC is an equal opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.