



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)  
PENNSYLVANIA DEPARTMENT OF GENERAL SERVICES  
ASSISTANT COUNSEL FOR THE LITIGATION UNIT**

The Pennsylvania Governor's Office of General Counsel seeks a licensed attorney to serve as Assistant Counsel in the Litigation Unit of the Office of Chief Counsel (OCC) at the Department of General Services (DGS). This position will be classified as an Attorney 3 or 4 depending on the level of relevant experience possessed by the successful applicant. While based at the DGS OCC offices in Harrisburg, this position is eligible for a hybrid remote/in-office schedule of three days a week in the office, at the discretion of the General Counsel.

DGS-OCC seeks an attorney with at least five (5) years of experience in litigation or related fields, either with the Commonwealth, another governmental entity, or in private practice, who will serve as part of the OCC's Litigation Unit, providing representation for the Department and other agencies before the Board of Claims, Commonwealth Court and other courts and administrative bodies within the Commonwealth. The attorney in this position will appear in trials, hearings and before administrative bodies; draft and prepare pleadings, briefs, and discovery; conduct depositions and perform other related litigation and administrative duties impacting the operation of the Department and its mission.

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' stated mission is to help government operate more efficiently, effectively, and safely – delivering exceptional value for all Pennsylvanians. DGS is responsible for providing a wide range of support services to Commonwealth government agencies including managing and maintaining state-owned property and administering procurement and contracting for government agencies.

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. To learn more about OGC's mission and what it is like to be part of the OGC team, visit our website, at [www.ogc.pa.gov/careers](http://www.ogc.pa.gov/careers).

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 March 31, 2023, to [ogchiring@pa.gov](mailto:ogchiring@pa.gov), directed to Derek Riker, Deputy Chief of Staff, Office of General Counsel, 333 Market Street, 17th 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.