



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HBG/PHL/WILKS)**  
**ASSISTANT COUNSEL**  
(Entry Level to Proficient Level)  
**PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES**

The Pennsylvania Governor's Office of General Counsel (OGC) seeks an attorney to advise the Pennsylvania Department of Human Services (DHS) with respect to general legal matters and litigation involving the Office of Mental Health and Substance Abuse Services (OMHSAS), the Office of Developmental Programs (ODP), the Office of Medical Assistance Programs (OMAP), review and analysis of proposed legislation, and other program offices. The position will be in one of three offices, located in Harrisburg, Philadelphia, or Wilkes-Barre, based on availability. It is eligible for a hybrid in-office schedule of three days a week at the discretion of the General Counsel.

The ideal candidate will have familiarity with or an interest in developing an expertise in the laws and processes applicable to Commonwealth government. It is an excellent opportunity for those interested in a legal career in public service. The position will be filled at the Attorney 1 or 2 level, dependent on experience. An Attorney 1 is considered to have limited legal or subject matter experience, while an Attorney 2 has some specific matter knowledge or a proficient level of legal capabilities.

This attorney will assist senior level colleagues in offering legal assistance to state facilities, OMHSAS, and ODP on issues related to the Mental Health Procedures Act, Title 20, the Mental Health and Intellectual Disabilities Act of 1966, mental health/intellectual disability and substance abuse confidentiality laws, and licensing. The attorney will also assist with providing legal advice on the Medicaid program and issues related to state funding of county mental health/intellectual disability programs. The attorney will also assist in the development and review of regulations.

The successful applicant will also assist in providing general legal advice and representation to DHS in administrative hearings and appeals before the DHS Bureau of Hearings and Appeals (BHA). Additionally, the attorney may assist with or handle litigation before state and federal trial and appellate courts, including research, preparation of pleadings, motions, applications, and responses, discovery, briefing, hearings, arguments, and trials.

This position requires excellent 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.

The Governor's Office of General Counsel provides efficient, responsive legal services to the Commonwealth, the Governor, members of his cabinet and more than 30 agencies, including DHS, that conduct the business of the Commonwealth. To learn more about OGC's mission and what it is like to be part of the OGC team and the personal and professional benefits available to our attorneys, visit our website, at [www.ogc.pa.gov/careers](http://www.ogc.pa.gov/careers).

The successful candidate must have a Juris Doctor degree from an American Bar Association-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 a writing sample of 10 pages or fewer no later than December 8, 2023 to [ogchiring@pa.gov](mailto:ogchiring@pa.gov), directed to Derek Riker, Deputy Chief of Staff, 333 Market Street, 17th Floor, Harrisburg, Pennsylvania 17101. OGC is an equal employment 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.