



**GOVERNOR'S OFFICE OF GENERAL COUNSEL  
ASSISTANT COUNSEL  
DEPARTMENT OF LABOR AND INDUSTRY, OFFICE OF CHIEF COUNSEL  
UNEMPLOYMENT COMPENSATION BOARD OF REVIEW**

The Pennsylvania Governor's Office of General Counsel (OGC) seeks a licensed attorney to serve as an Assistant Counsel in the Unemployment Compensation Board of Review (UCBR) Legal Division of the Office of Chief Counsel for the Department of Labor and Industry. This position will be classified as either an Attorney 1, 2, or 3 depending on the level of relevant experience possessed by the successful applicant. This position will be based in Harrisburg, Philadelphia, or Pittsburgh depending on the candidate and the needs of the agency. It is currently eligible for a hybrid remote/in-office schedule of three days onsite at the discretion of the General Counsel.

The Pennsylvania Department of Labor and Industry (L&I) is responsible for enforcing workplace laws, administering the unemployment compensation (UC) system, overseeing the workers' compensation system, and managing a variety of vocational rehabilitation, job training and workforce development programs. For the UC system, L&I processes benefit claims, pays benefits to eligible individuals, collects taxes and overpayments, investigates and adjudicates disputed claims, and issues determinations regarding disputed claims. When a benefits determination is appealed, a UC referee holds a hearing at which both the employee and employer may submit evidence and after which the referee issues a decision. The UCBR hears and decides appeals from referee decisions.

L&I's UCBR Legal Division is comprised of 10-12 attorneys and a support staff, who provide legal support, advice and representation to the UCBR Board members. UCBR attorneys review hearing records, then draft full decisions and/or shortened orders for review and approval by the Board members. The UCBR attorney must write clearly and concisely yet cover all salient points. UCBR attorneys draft approximately 20-25 decisions and/or orders per week.

Additionally, UCBR attorneys defend UCBR decisions appealed to the Commonwealth Court of Pennsylvania. The UCBR Legal Division has a robust practice, filing 75-100 briefs yearly. UCBR attorneys typically participate in 2-4 arguments per year. The UCBR motions practice also is active, filing dozens of motions yearly, some also going to oral argument. UCBR attorneys also may participate in the next level of review to the Supreme Court of Pennsylvania, filing motions, answers, or petitions, and/or participating in oral arguments. In addition to the aforementioned primary duties, UCBR attorneys train UC referees in legal issues, handle Right to Know Law requests, and assist fellow attorneys through dynamic moot courts. UCBR attorneys also are navigating the intricacies of various Federal unemployment assistance laws passed due to the ongoing COVID-19 pandemic.

The successful applicant for this position must demonstrate: (1) 2 to 4 years of legal experience; (2) excellent legal research, reasoning, analytical, and writing skills; (3) proficiency in persuasive brief writing; (4) attentiveness to detail; (5) good work habits, including speed and efficiency; (6) an ability to work independently and track and prioritize varying assignments so that deadlines are not missed; (7) superior interpersonal and communication skills; and (8) strong oral presentation skills. Advance knowledge of the UC Law is not necessary provided that the candidate otherwise has a genuine interest in the work. This position requires the exercise of confidentiality, independent judgment, and understanding.

Applicants must have a Juris Doctor degree from an ABA-accredited law school and be a member in good standing with the Pennsylvania Bar. Interested attorneys should send a cover letter setting forth interest in this position, resume, and writing sample (no more than ten pages) not later than February 28, 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.