



GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)  
ASSISTANT COUNSEL (ATTORNEY 1 or 2)  
PENNSYLVANIA DEPARTMENT OF HEALTH

The Pennsylvania Governor's Office of General Counsel (OGC) seeks two attorneys who can advise the Department of Health (DOH) with respect to general legal issues which may include, procurement, Commonwealth grants, litigation, and Right-to-Know law (RTKL) matters. In accordance with OGC policy, a hybrid remote/in-office schedule may also be available at the General Counsel's discretion. The positions will be filled at the Attorney 1 or 2 level, dependent on experience.

Ideal candidates will have familiarity with or an interest in developing expertise in the laws and processes applicable to Commonwealth government. The candidates will work closely with the DOH's Contracts Coordinator, Litigation Supervisor, and Open Records Officer in the handling of general legal issues and RTKL matters. Candidates must be capable of adhering strictly to tight deadlines and managing a large volume of work. Experience with Pennsylvania's RTKL is beneficial, but not required.

The candidates may also work closely with other DOH attorneys in handling matters related to drafting and interpreting policies and procedures, transactions, Commonwealth grants, data use/sharing, administrative appeals, regulatory drafting, and other general litigation matters. Additionally, candidates will assist in drafting pleadings to the Office of Open Records.

This position requires excellent written and oral communication skills, attention to detail, excellent interpersonal skills, and the ability to foster trust and respect, including creating friendly and collaborative 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 executive branch agencies, including DOH, that conduct the business of the Commonwealth. This includes rendering legal advice and representation concerning matters and issues arising in connection with the operation of executive 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).

Candidates 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 a writing sample of 10 pages or fewer **no later than April 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.