



GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)
ASSISTANT COUNSEL (ATTORNEY 2 or 3)
PENNSYLVANIA DEPARTMENT OF HEALTH

The Pennsylvania Governor's Office of General Counsel (OGC) seeks an attorney to assist in the areas of procurement, grants and Right-to-Know Law (RTKL) within the Pennsylvania Department of Health (DOH). In accordance with OGC policy, a hybrid remote/in-office schedule based out of Harrisburg may be available at the General Counsel's discretion. The position will be filled at the Attorney 2 or 3 level, dependent on experience.

The ideal candidate will have familiarity with or an interest in developing expertise in the laws and processes applicable to the Commonwealth with a focus on procurements and grants. The successful candidate will work closely with other Department attorneys in handling matters in these areas, including drafting and negotiating documents associated with various types of transactions. The successful candidate will regularly interface with senior officials in DOH as well as staff from other state agencies and offices.

Additionally, the position will work closely with the Department's Records Legal Liaison and Open Records Officer in the handling of requests for records made under the Pennsylvania RTKL. This attorney will be required to understand and apply the RTKL in processing and responding to RTKL requests and appeals, including appellate court work. Experience with Pennsylvania's RTKL is beneficial, but not required.

The 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.

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 November 17, 2023**, to 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.