



**GOVERNOR'S OFFICE OF GENERAL COUNSEL
HEARING EXAMINER (MULTIPLE VACANCIES)
OFFICE OF CHIEF COUNSEL, DEPARTMENT OF STATE**

The Pennsylvania Governor's Office of General Counsel (OGC) seeks an experienced attorney with qualifying litigation and/or administrative law experience to work in the Department of State, Office of Chief Counsel, Hearing Examiner's Office. Located at 2400 Thea Drive, Harrisburg, the position is eligible for a hybrid remote/in-office schedule of three days onsite and two days telework at the discretion of the General Counsel. The position will be classified as either an Attorney 3 or 4 depending on the level of relevant experience possessed by the successful applicant.

Hearing Examiners are responsible for conducting administrative hearings and writing formal decisions recommending the disposition of administrative action to the Secretary of the Commonwealth and the professional licensing boards within the Bureau of Professional and Occupational Affairs. Under a series of memoranda of understanding they also perform similar work for more than twenty other state agencies most, but not all, of which fall under the jurisdiction of the Governor. For those agencies they may write final decisions, write proposed decisions, or only conduct hearings, as requested by the particular agency.

Experience drafting adjudicatory or court decisions as licensed attorney is highly desirable. Some litigation experience is also a plus. Candidates should have a strong background in administrative law, preferably at the State or local level, although federal experience will also be considered.

The successful candidate will have excellent written communications and legal research skills, including an attention to detail, and oral communications capabilities, including in-person and remote (e.g., phone, video conference) discussions. Excellent interpersonal skills including the ability to foster trust and respect and to create friendly and collaborative internal working relationships with internal Commonwealth clients are a must. To learn more about OGC's mission and get an inside look at what it is like to be part of the OGC team, visit our website, at www.ogc.pa.gov/careers.

The candidate must have a Juris Doctor degree from an ABA-accredited law school and be a member in good standing with the Pennsylvania Bar. Applicants should send a letter of interest, resume, and writing sample (maximum of 10 pages) no later than **August 5, 2024** to ogchiring@pa.gov, directed to Derek Riker, Deputy Chief of Staff, 333 Market Street, 17th Floor, Harrisburg, Pennsylvania 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.