



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (location TBD)  
ASSISTANT COUNSEL (ATTORNEY 1-2)  
PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES**

The Pennsylvania Governor's Office of General Counsel (OGC) seeks an attorney with qualifying litigation experience who can also advise the Pennsylvania Department of Human Services (DHS) with respect to transactional and general legal matters. The position is based in Pittsburgh; however, depending on the candidate and the agency's needs, consideration may be given to basing it in Harrisburg, Philadelphia, or Wilkes-Barre. In accordance with OGC policy, a hybrid remote/in-office schedule will also be available at the General Counsel's discretion. The position will be filled at the Attorney 1 or 2 level, dependent on experience. An ideal candidate will have familiarity with or an interest in developing expertise in the laws and processes applicable to Commonwealth government.

DHS is one of the largest executive agencies in the Commonwealth with a total budget exceeding \$50 billion. DHS has more than 15,000 employees who administer several programs, including Medical Assistance (Medicaid), and directly operate facilities or licenses providers serving vulnerable populations. This attorney will work with senior level colleagues in offering legal assistance to all program areas at DHS.

The successful respondent to this posting will assist senior level attorneys in advising DHS clients with respect to applicable state and federal laws, providing representation to DHS in administrative hearings and appeals before DHS' Bureau of Hearings and Appeals (BHA) and the Pennsylvania Civil Service Commission. Additionally, the lawyer may assist with reviewing Right-to-Know Law matters involving the agency, and 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 superior written and oral communication 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 executive branch agencies, including DHS, 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 departments under the Governor's jurisdiction, as well as select independent agencies.

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 specific position, resume, and a writing sample of 10 pages or fewer no later than **March 3, 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.