



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)  
DEPUTY CHIEF COUNSEL  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY  
OFFICE OF THE STATE FIRE COMMISSIONER  
OFFICE OF CHIEF COUNSEL**

The Governor's Office of General Counsel (OGC) seeks an attorney to serve as the Deputy Chief Counsel for the Pennsylvania Emergency Management Agency (PEMA) Office of Chief Counsel (PEMA OCC). PEMA OCC also serves the Office of the State Fire Commissioner (OSFC). The position is based at PEMA Headquarters in Harrisburg and is classified as an Attorney 3-5; the ideal candidate will have 10 to 15 years of legal experience.

This unique opportunity to serve as lead attorney for PEMA and OSFC requires a legal generalist with an ability to independently draft, review and negotiate agreements related to procurement; contracts; loans; facilities; settlements; etc. The attorney should know (or quickly learn) the Procurement Code and the Emergency Management Services Code. The attorney will draft documents related to the Commonwealth's Emergency Management Program (which includes Governor's Proclamations, gubernatorial requests to the President, Executive Orders, etc.) and will assist in the development of regulations and guidance in this field and responding to all Right-to-know requests. Knowledge of state and federal grant agreements is preferred.

Superior interpersonal and communication skills are required as the attorney will interface with senior officials in the Governor's office; General Assembly; OGC Main; as well as staff for local, state and federal agencies. The attorney must also have excellent technology and software skills (Outlook, Teams, Excel, Acrobat, etc.), and possess the ability to act with no administrative support, moving quickly between subject matters.

The attorney will be a crucial contributor during PEMA activations and trainings. The mission of PEMA is to help communities and citizens mitigate against, prepare for, respond to, and recover from emergencies including natural disasters, acts of terrorism, or other human-made disasters. As emergency activations occur with little or no advance notice, the attorney must be available 24 hours a day, 7 days a week and must be available to report to PEMA Headquarters upon request by the PEMA Director or the Chief Counsel.

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 **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.