



**GOVERNOR'S OFFICE OF GENERAL COUNSEL
ASSISTANT COUNSEL
DEPARTMENT OF LABOR & INDUSTRY, OFFICE OF CHIEF COUNSEL
UNEMPLOYMENT COMPENSATION BOARD OF REVIEW**

The Pennsylvania Governor's Office of General Counsel (OGC) seeks a licensed attorney to serve as an Assistant Counsel in the Unemployment Compensation Board of Review (UCBR) Legal Division of the Office of Chief Counsel for the Department of Labor & Industry. This position will be classified as either an Attorney 1, 2, or 3 depending on the level of relevant experience possessed by the successful applicant. This position will be based in Harrisburg, Philadelphia, or Pittsburgh and is eligible for a hybrid remote/in-office schedule of three days onsite at the discretion of the General Counsel.

The Pennsylvania Department of Labor & Industry (L&I) is responsible for enforcing workplace laws, administering the unemployment compensation (UC) system, overseeing the workers' compensation system, and managing a variety of vocational rehabilitation, job training and workforce development programs. For the UC system, L&I processes benefit claims, pays benefits to eligible individuals, collects taxes and overpayments, investigates and adjudicates disputed claims, and issues determinations regarding disputed claims. When a benefits determination is appealed, a UC referee holds a hearing at which both the employee and employer may submit evidence and after which the referee issues a decision. The UCBR hears and decides appeals from referee decisions.

L&I's UCBR Legal Division is comprised of 15-16 attorneys and paralegals, as well as a support staff, who provide legal support, advice, and representation to the UCBR Board members. UCBR attorneys review the record created by the referee at the hearing, then draft decisions for review and approval by the Board members. In doing so, the UCBR applies the relevant statutes, regulations, and caselaw; makes findings of fact; assesses credibility of witnesses; explains the reasoning; and reaches conclusions of law. The UCBR attorney must write clearly and concisely yet cover all salient points. Once trained, UCBR attorneys draft approximately 30-40 decisions and/or orders per week.

Additionally, UCBR attorneys defend UCBR decisions appealed to the Commonwealth Court of Pennsylvania. The UCBR Legal Division has a robust practice in Commonwealth Court, filing 75-100 briefs yearly and participating in 2-4 arguments per year. The UCBR motions practice also is active, with attorneys filing dozens of motions yearly, some also going to oral argument. UCBR attorneys also may participate in the next level of review to the Supreme Court of Pennsylvania, filing motions, answers, or petitions, and/or participating in Supreme Court oral arguments. In addition to the aforementioned primary duties, UCBR attorneys review and approve the work of paralegals, mentor new attorneys and approve their work, train UC referees in legal issues, participate in regulation review and amendments, handle Right to Know Law and/or document requests, and assist fellow attorneys through dynamic moot courts. UCBR attorneys also are navigating the intricacies of various Federal unemployment assistance laws passed due to the COVID-19 pandemic.

The ideal candidate for this position will have: (1) 2 or more years of legal experience; (2) excellent legal research, reasoning, analytical, and writing skills; (3) proficiency in persuasive brief writing; (4) attentiveness to detail; (5) good work habits, including speed and efficiency; (6) an ability to work independently and track and prioritize varying assignments so that deadlines are not missed; (7) superior interpersonal and communication skills; and (8) strong oral presentation skills. Advanced knowledge of the UC Law is not necessary provided that the candidate otherwise has a genuine interest in the work. This position requires the exercise of confidentiality, independent judgment, and thoughtfulness.

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 **April 15, 2024** to ogchiring@pa.gov, directed to Derek Ryker, Deputy Chief of Staff, Office of General Counsel, 333 Market Street, 17th Floor, Harrisburg, Pennsylvania 17101. Applications will be reviewed on a rolling basis. 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.

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.