



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)
ASSISTANT COUNSEL
DEPARTMENT OF LABOR AND INDUSTRY, OFFICE OF CHIEF COUNSEL
ADMINISTRATIVE & WORKFORCE LEGAL DIVISION**

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

The Department of Labor and Industry (L&I) is responsible for, among other services, providing legal support, representation, and advice to the primary client program areas, including the Bureau of Administrative Services' Agency Open Records Officer and all other bureaus within the Department requiring assistance with Right to Know (RTK) Law and record retention issues.

The work involves representing the Department in all RTK related matters including assisting the Agency Open Records Officer with responding to requests, reviewing records and identifying any relevant exemptions from disclosure, conducting large record reviews using Relativity, assisting program area legal counsel with RTK issues, representing the agency in appeals before the Open Records Office and other tribunals, including but not limited to the Commonwealth Court and providing general advice and counsel to the Department. Additionally, the position may involve other legal work related to personnel and employment matters and representation of various boards and commissions. The work requires attorneys who possess excellent analytical and writing skills and have experience before administrative tribunals. Knowledge of the laws related to Commonwealth's RTK is not necessary provided that the candidate otherwise has a genuine interest, good work ethic and solid litigation skills.

The successful applicant for this position should be interested in a dynamic practice and will be able to demonstrate: (1) experience gained through practice of the law; (2) strong legal research, reasoning, analytical, and writing abilities; (3) independent thinking and proficiency in persuasive writing; (4) attentiveness to detail; (5) good work habits, including speed and efficiency; and (6) effective interpersonal and communication skills, including oral presentation. The position requires the exercise of confidentiality, independent judgment, and understanding.

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 24, 2023**, to ogchiring@pa.gov, directed to Derek Riker, Deputy Chief of Staff, 333 Market Street, 17th Floor, Harrisburg, Pennsylvania 17101.

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.