



GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)
ASSISTANT COUNSEL
OFFICE OF THE BUDGET

The Pennsylvania Governor's Office of General Counsel (OGC) seeks a licensed attorney to serve as Assistant Counsel in the Office of the Budget (OB). This position is based in Harrisburg and will be classified as an Attorney 1. OB is the fiscal manager for the Commonwealth's Executive Branch and is directly involved in the creation, management, and auditing of the Commonwealth's \$60+ billion annual budget and spending. More information about OB is [available here](#).

This Assistant Counsel will assist the OB Chief Counsel by:

- Participating in the Commonwealth's issuance of its General Obligation bonds including public financial disclosure issues, and in bond issues and similar financial transactions and public financial disclosure by other Commonwealth agencies and authorities;
- Representing OB in labor and employment matters before the State Civil Service Commission, PA Human Relations Commission, Unemployment Compensation referees, the federal Equal Employment Opportunity Commission, and other tribunals;
- Reviewing and preparing responses to all Right to Know Law (RTKL) requests received by OB, and representing OB in appeals of those responses to the Office of Open Records;
- Working on legal actions brought against OB (e.g., drafting pleadings, responding to pleadings, and managing discovery requests), and in litigation brought against the Commonwealth as directed by the General Counsel or the Chief Counsel;
- Participating in transactional work (e.g., drafting and reviewing contracts and other forms of agreement); and,
- Working on general law matters (e.g., legal research; tax laws; research and interpretation of constitutional, statutory, and contract/agreement issues) that arise from OB's operations.

This position represents is a unique opportunity for an entry-level lawyer. The successful applicant will have demonstrated: (1) solid legal research, analysis and reasoning capabilities; (2) good inter-personal and communication skills; (3) an ability to identify and help resolve problems creatively and with professional discretion; (4) a willingness to handle a variety of legal matters both independently and as part of a team; (5) an interest in transactional matters; and (6) an ability to interact and function effectively within both the greater legal community and a governmental organization.

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 and independent agencies 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 executive agencies under the Governor's jurisdiction, as well as select independent agencies. Candidates must have a Juris Doctor degree from an ABA-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 position, resume, and writing sample (no more than 10 pages) **not later than September 3, 2021** to ogchiring@pa.gov, directed to Rodney R. Akers, Deputy General Counsel, 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.