



GOVERNOR'S OFFICE OF GENERAL COUNSEL
ASSISTANT COUNSEL
OFFICE OF CHIEF COUNSEL, DEPARTMENT OF STATE

The Pennsylvania Governor's Office of General Counsel (OGC) seeks an experienced attorney with qualifying litigation and/or administrative law experience to work in the Department of State, Office of Chief Counsel, Counsel Division. The position is currently temporary full-time telework due to an office relocation. Once the Department moves into its new offices located at 2400 Thea Drive, Harrisburg (anticipated for August 2024), the position will be eligible for a hybrid remote/in-office schedule of three days onsite and two days telework. The position will be classified as either an Attorney 2, 3, or 4 depending on the level of relevant experience possessed by the successful applicant.

Attorneys within the Counsel Division are responsible for advising the professional licensing boards and commissions in carrying out their duty to evaluate candidates for licensure, in promulgating regulations governing the practice of the profession and in adjudicating disciplinary matters. There are 29 professional licensing boards and commissions, each with their own statute(s) and regulations governing a particular profession or professions.

Experience as a licensed attorney preparing for, participating in, and/or appealing formal hearings or trials involving litigation and/or administrative law at the Federal, State, or local level is preferred. Qualifying litigation experience involves cases in which a complaint was filed with a court, or a charging document (e.g., indictment or information) was issued by a court, a grand jury, or appropriate military authority. Qualifying administrative law experience involves cases in which a formal procedure was initiated by a governmental administrative body.

The successful candidate will have excellent written communications skills, including an attention to detail, and oral communications capabilities, including in-person and remote (e.g., phone, video conference) discussions. Excellent interpersonal skills including the ability to foster trust and respect and to create friendly and collaborative internal working relationships with internal commonwealth clients are a must.

The candidate must have a Juris Doctor degree from an ABA-accredited law school and be a member in good standing with the Pennsylvania Bar. Applicants should send a letter of interest, resume, and writing sample no later than **April 12, 2024**, 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 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.