



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)**  
ASSISTANT COUNSEL (ATTORNEY 1)  
PENNSYLVANIA DEPARTMENT OF EDUCATION

The Pennsylvania Governor's Office of General Counsel (OGC) seeks an entry level attorney to advise the Pennsylvania Department of Education (PDE) with respect to general legal matters and administrative practice and procedure. The position is based in Harrisburg. The ideal candidate will have an interest in administrative litigation and in developing expertise in the laws and processes applicable to PDE's authority to review, investigate, and prosecute complaints under the Educator Discipline Act.

This position represents a professionally rewarding opportunity for a recent law school graduate. The successful applicant will assist senior level colleagues in all aspects of administrative litigation, including matters of substance and procedure. In addition, this Assistant Counsel will maintain their own caseload while assisting senior level attorneys in administrative proceedings involving educator discipline and reinstatement. The work generally includes drafting pleadings, motions, and briefs; conducting legal research; coordinating and overseeing investigations; interviewing and preparing witnesses; and other facets of complete case management. The attorney may also serve as counsel for PDE in administrative hearings and appeals before hearing officers appointed by the Professional Standards and Practices Commission. Additionally, the attorney may assist with litigation before state appellate courts, including research, preparation of pleadings, motions, applications, and responses, discovery, briefing, hearings, and arguments.

This position requires excellent written and oral communications skills, attention to detail, exceptional interpersonal skills, and an ability to foster trust and respect, including creating collaborative and responsive working relationships with colleagues, education professionals, clients, and other members of the public.

The Governor's Office of General Counsel provides efficient, responsive legal services to the Commonwealth, the Governor, members of the Governor's cabinet and more than 30 agencies, including PDE, 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.

The successful candidate must have a Juris Doctor degree from an American Bar Association-accredited law school and be a member in good standing with the Pennsylvania Bar. Interested applicants should send a cover letter setting forth their interest in this position, resume, and a writing sample of 10 pages or fewer **no later than May 27, 2022**, to [ogchiring@pa.gov](mailto: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.