



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 transactional and general legal matters. The position is based in Harrisburg. The ideal candidate will have an interest in transactional legal work and in developing expertise in the laws and processes applicable to Commonwealth government procurements and grants.

This position represents a professionally rewarding opportunity for a recent law school graduate. The successful applicant will assist senior level colleagues in offering legal assistance to all program areas at PDE throughout the procurement and grant development process. They also will advise PDE clients with respect to applicable state and federal laws, review proposed agreements for form and legality and draft procurement documents, grant agreements, and other documents.

In addition to the foregoing, the Assistant Counsel will work with senior level attorneys in providing general legal advice and representation to PDE on all aspects of state and federal education law, including basic education, higher education, and vocational education. This attorney will review and comment on the legal implementation of proposed legislation affecting all areas of education law, as well as advise clients with respect to the state regulatory process and in preparing and reviewing proposed regulations and accompanying documents. They may serve as counsel for PDE in administrative hearings and appeals before hearing officers designated by the Secretary of Education and will assist senior level attorneys to provide legal advice on matters involving charter school authorization and oversight, including management of administrative appeals regarding charter school funding. Additionally, the attorney may assist with litigation before state and federal trial and appellate courts, including research, preparation of pleadings, motions, applications, and responses, discovery, briefing, hearings, arguments, and trials.

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 and clients.

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 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 interest in this position, resume, and a writing sample of 10 pages or fewer no later than Friday, October 1, 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.