



**GOVERNOR'S OFFICE OF GENERAL COUNSEL**  
ASSISTANT COUNSEL  
PENNSYLVANIA DEPARTMENT OF EDUCATION  
(Harrisburg)

The Pennsylvania Governor's Office of General Counsel (OGC) seeks an attorney to advise the Pennsylvania Department of Education (PDE) with respect to general legal matters and administrative practice and procedure. The position, within PDE's Office of Chief Counsel, will be classified as an Attorney 1 or 2 depending on the relevant experience possessed by the selected applicant. It is an excellent opportunity for an attorney interested in developing expertise in laws and processes applicable to Commonwealth government. While, based in Harrisburg, the position is eligible for a hybrid schedule of three days in-office per week at the discretion of the General Counsel.

The candidate should have interest or experience in the following areas: administrative litigation, Right to Know Law (RTKL), teacher certification, transactional law, and regulations. The ideal candidate will have a background in administrative litigation or have other litigation experience. Experience with coordinating/responding to RTKL requests is desirable. Knowledge of transactional and regulatory practice is preferred. Experience in the drafting and review of regulations and familiarity with the Pennsylvania regulatory process would be a plus for this position.

This Assistant Counsel will maintain a caseload of administrative litigation and will handle subject area work as appropriate, based upon experience, including RTKL. Administrative litigation of these types generally includes drafting pleadings, motions, and briefs; conducting legal research and presenting oral argument; interviewing and preparing witnesses; and other facets of complete administrative case management. The attorney will also serve as counsel for PDE in administrative hearings before administrative hearing officers and will handle other litigation, including appeals, before state and federal courts.

This position requires expert written and oral communications skills, attention to detail, solid interpersonal skills, and the willingness and capacity to handle litigation and sensitive matters both independently and as part of a team. Also important is an ability to foster trust and respect, as well as 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, in addition to select independent agencies. 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](http://www.ogc.pa.gov/careers).

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 3, 2024** to [ogchiring@pa.gov](mailto:ogchiring@pa.gov), directed to Derek Riker, Deputy Chief of Staff, 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.