



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)
ASSISTANT COUNSEL
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY
OFFICE OF THE STATE FIRE COMMISSIONER
OFFICE OF CHIEF COUNSEL**

The Pennsylvania Governor's Office of General Counsel (OGC) seeks a licensed attorney to work as an Assistant Counsel for the Pennsylvania Emergency Management Agency (PEMA) Office of Chief Counsel. The PEMA Office of Chief Counsel also serves the Office of the State Fire Commissioner (OSFC). The position is based in Harrisburg, and is intended to be classified as an Attorney 3, as the ideal candidate will have a minimum of five (5) to ten (10) years of relevant legal experience.

PEMA helps communities and citizens mitigate against, prepare for, respond to, and recover from emergencies including natural disasters, acts of terrorism, or other human-made disasters. OSFC is charged with meeting the diverse training, operational, and informational needs of the commonwealth's fire and emergency service community.

This unique opportunity requires a legal generalist with an ability to move rapidly between legal issues involving both PEMA and OSFC. The work involves personal responsibility and accountability for difficult and important legal matters within PEMA and OSFC. The attorney will function independently at the direction and supervision of the Chief Counsel. Legal advice is sought or received from the Chief Counsel on issues of unusual complexity, sensitivity, or importance. The majority of the attorney's assigned work will be in OSFC matters, with the remaining portion of the attorney's assignments dedicated to general PEMA legal work product, all of which is at the direction and supervision of the Chief Counsel.

The attorney will conduct legal work for OSFC as well as the State Fire Academy, a quasi-independent branch of OSFC located in Lewistown. In addition to providing legal advice to the PEMA and OSFC clients, the attorney will perform a variety of duties, including: legislative, regulatory and policy initiatives; financial agreements (loans and grants); procurement; functions related to the Commonwealth's Emergency Management Program (which may include, but not limited to, drafting Governor's Disaster Proclamations, gubernatorial disaster related requests to the President; intergovernmental agreements; provision of legal support during PEMA exercises and training (nuclear power plant exercises, black sky training, no-notice drills), some of which may occur after normal business hours, county and local officials, Governor's Office and other state agencies; representing PEMA and OSFC at hearings; drafting memorandums, and other legal documents; review of Right-to-Know Law requests; and other projects and duties as required or assigned by the Chief Counsel.

PEMA and OSFC's Office of Chief Counsel is currently comprised of two attorneys. PEMA operates 24 hours a day, 7 days a week. While the Office supports part-time telework, if PEMA's Commonwealth Response Coordination Center is activated by the Director of the Agency due to an emergency, the attorney is expected to be available to report to work at the PEMA Headquarters building regardless of day or time (7 days a week/24 hours a day) upon request by the PEMA Director or the Chief Counsel.

The successful applicant for this position must demonstrate: (1) 3 to 8 years of legal experience; (2) excellent legal research, reasoning, analytical, and writing skills; (3) attentiveness to detail; (4) a strong work ethic; (5) an ability to work independently and track and prioritize varying assignments so that deadlines are not missed; and (6) superior interpersonal and communication skills. The ideal candidate will have some knowledge of Emergency Services and related laws and regulations. Familiarity with the Commonwealth Procurement Code and secured transactions is also preferred.

Applicants must have a Juris Doctor degree from an ABA-accredited law school and be a member in good standing with the Pennsylvania Bar. Interested attorneys should send a cover letter setting forth interest in this position, resume, and writing sample (no more than ten pages) not later than **November 30, 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.