



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)**  
**DEPUTY CHIEF COUNSEL**  
**DEPARTMENT OF REVENUE, OFFICE OF CHIEF COUNSEL**

The Pennsylvania Governor's Office of General Counsel (OGC) seeks a licensed attorney to work as a Deputy Chief Counsel in the Department of Revenue's Office of Chief Counsel ("OCC"). This position is based in Harrisburg (Revenue headquarters) and Middletown (Lottery headquarters), with an expectation that the selected candidate will adhere to a hybrid telework model that requires on site headquarters presence in both offices three days a week and remote work performed within the Commonwealth at an approved telework location for the remaining two weekly scheduled workdays. The selected candidate will be classified as an Attorney 4 given the requirements for a certain level of relevant experience to be possessed by the successful applicant.

The Department of Revenue is responsible for administering all Pennsylvania state tax laws, as well as administration of the Pennsylvania Lottery. These responsibilities require the performance of the full range of legal services such as litigation, promulgation of regulations, analysis and production of legislation, transactional work such as contract negotiation, review and execution, and oversight of agency procurements.

Revenue's OCC is comprised of 25 attorneys, 7 analysts and 4 legal assistants. The Pennsylvania Lottery operates as a bureau within the Department of Revenue and OCC provides the full range of legal services to the Lottery, including procurement management, all transactional matters, analysis of intellectual property issues, regulations, legislation, personnel and general legal review and advice. Attorneys are frequently asked to collaborate with Revenue executive staff and various stakeholders on regulatory, legislative and policy matters.

Generally, Revenue attorneys are expected to develop a level of expertise in one primary subject matter area as well as a secondary area. For this position, the selected candidate is expected to provide primary legal support to the Pennsylvania Lottery as in-house counsel for the full range of legal matters the Lottery encounters, as well as performing duties as primary counsel for all gaming tax matters, and all transactional matters for the Department of Revenue as a whole. This is a supervisory position with oversight of two attorneys within those subject matter areas.

Duties will consist of participation in agency/Lottery long-range business planning and coordination of all procurement-related functions regarding the same. This may include working directly with the Office of Administration and Department of General Services procurement leads, and administration executive staff. Additionally, duties will include supervision of attorneys regarding all gaming tax issues, coordination/collaboration as needed with the Pennsylvania Gaming Control Board, negotiation, review and administration of all agency contracts, procurements, and Memorandum of Understandings, and the provision of general legal advice to Revenue Executive Staff on all matters related to Lottery, gaming, and transactional matters.

The successful applicant for this position must demonstrate: (1) a minimum of five years legal experience; (2) excellent legal research, reasoning, analytical, and writing skills; (3) proficiency in understanding current Commonwealth procurement law and practice; (4) proficiency in reviewing and negotiating contracts and identifying relevant legal issues and developing proposed responses consistent with Commonwealth procurement law; (5) attentiveness to detail; (6) the ability to work independently with minimal direct supervision while tracking and prioritizing varying assignments so that deadlines are not missed; (7) superior interpersonal and communication skills; and (8) comfort in presenting legal analysis orally to executive level staff. Supervisory experience, litigation experience or experience in the field of intellectual property law are not necessary, but 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 **May 11, 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. 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).

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.