



GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)
ASSISTANT COUNSEL (ATTORNEY 1 or 2)
PENNSYLVANIA DEPARTMENT OF HEALTH

The Pennsylvania Governor's Office of General Counsel (OGC) seeks an attorney who can advise the Department of Health (DOH) with respect to general procurement issues and development of regulations. In accordance with OGC policy, a hybrid remote/in-office schedule of three days onsite in Harrisburg may also be available at the General Counsel's discretion. The position will be filled at the Attorney 1 or 2 level, dependent on experience. This is an excellent opportunity for an attorney interested in public sector law and joining the Commonwealth.

What We Are Looking For:

An ideal candidate will have familiarity with or an interest in contracts, grants, MOUs and procurement generally. An ideal candidate will also have familiarity with or an interest in drafting, reviewing, and editing regulations.

This position requires excellent written and oral communication skills, attention to detail, excellent interpersonal skills, and the ability to foster trust and respect, including creating friendly and collaborative working relationships with colleagues and clients.

Key Responsibilities:

- Assist procurement attorneys in drafting, reviewing, and negotiating agreements related to procurement, intergovernmental agreements, MOUs, and other legal documents.
- Conduct form and legality review on contracts, grants, and agreements for all program areas.
- Provide legal advice and guidance to programs regarding solicitations, RFPs, RFIs, and other relevant procurement vehicles.
- Review and respond to records requests and subpoenas, including Right-to-Know Law (RTKL) requests.
- Assist in reviewing, drafting, and editing regulatory packages.

Why Join OGC?

Working as an attorney with the OGC offers a unique and fulfilling career opportunity where you can make a significant impact on the people of Pennsylvania. Employees enjoy a dynamic and supportive work environment that fosters professional growth and development. This role not only allows you to contribute to the public good but also provides ample opportunities to hone your legal skills in a collaborative setting. In addition to meaningful work, the OGC offers:

- **Competitive Benefits Package:** Top-tier health care options, retirement plans, and generous paid time off.
- **Work-Life Balance:** Excel in your career while having the time to enjoy your personal life.

- **Continuous Learning:** A supportive culture that fosters ongoing professional development and advancement. Joining our team means being a part of a respected institution dedicated to legal excellence and public service.

To learn more about OGC's mission and what it is like to be a part of the OGC team, visit our website, at www.ogc.pa/careers.

Qualifications:

- Juris Doctor degree from an ABA-accredited law school.
- Active membership in good standing with the Pennsylvania Bar.

To Apply:

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 December 6, 2024, to ogchiring@pa.gov, directed to Derek Riker, Deputy Chief of Staff, 333 Market Street, 17th Floor, Harrisburg, Pennsylvania 17101.

OGC is an Equal 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.