



pennsylvania
OFFICE OF GENERAL COUNSEL



pennsylvania
DEPARTMENT OF REVENUE

GOVERNOR'S OFFICE OF GENERAL
COUNSEL, OFFICE OF CHIEF COUNSEL,
DEPARTMENT OF REVENUE

The Pennsylvania Governor's Office of General Counsel (OGC) is seeking a licensed attorney with general transactional experience to work in the Department of Revenue, Office of Chief Counsel (OCC). This position provides legal support to the Pennsylvania Department of Revenue, whose mission is to fairly, efficiently, and accurately administer Pennsylvania tax and Pennsylvania Lottery programs. Although the position is in Middletown, Pennsylvania, at the Pennsylvania Lottery's headquarters, it is eligible for hybrid work (three days onsite and two days telework). The position will be classified as either an Attorney 1, or 2, depending on the level of relevant experience possessed by the successful applicant.

What You'll Do:

The Pennsylvania Lottery is a bureau within the Department of Revenue. Revenue's OCC is seeking an attorney to primarily work as counsel for the Pennsylvania Lottery handling all manner of legal services for the Lottery. This would include all transactional matters such as reviewing and negotiating contracts, risk management and contract compliance, Lottery retailer license issues, winners' services issues, intellectual property work, and other Lottery-related matters. Additionally, successful candidates will work directly on Revenue transactional matters and gaming tax issues, which are litigated before the Board of Finance and Revenue.

Attorneys within Revenue's Office of Chief Counsel are generally responsible for advising the client on all matters related to the collection, administration, and enforcement of Pennsylvania taxes. Counsel provides strategic legal advice to help Department of Revenue staff achieve goals and objectives; handles all administrative tax litigation for the agency before the Board of Finance and Revenue as well as inheritance tax matters before the Orphans' Court; prepares legislation, regulations, advisory opinions, bulletins, informational notices and Private Letter Rulings and collaborates with other attorneys, staff and various stakeholders on various projects as needed.

Attorneys on the Lottery team are based at the Lottery headquarters in Middletown and collaborate daily with the Lottery's executive staff.

What We're Looking For:

We are seeking a licensed attorney with experience in transactional matters, ideally with a background in Commonwealth transactional practice. The ideal candidate will demonstrate strong organizational abilities, excellent oral and written communication skills (both in-person and remotely via phone and video), and sharp analytical and problem-solving skills, including attention to detail and multitasking proficiency. Exceptional interpersonal skills are essential, including the ability to work collaboratively with a diverse group of clients and colleagues, build trust and respect, and establish positive, cooperative relationships with internal Commonwealth clients.

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**, including excellent health care options, retirement plans, and generous paid time off.
- **Work-life balance** that ensures that you can excel professionally while also enjoying time for personal pursuits; and,
- **Continuous Learning** promoting continuous learning and professional advancement, making it an ideal place for both new and experienced lawyers to thrive.

Joining our team means being 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 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:

Send a letter of interest, resume, and writing sample no later than **November 30, 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.