



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

The Pennsylvania Governor's Office of General Counsel (OGC) seeks a licensed Attorney to advise the Pennsylvania Department of Education (PDE) with respect to general legal matters and administrative practice and procedure. The ideal candidate will have an interest in administrative litigation and in developing expertise in the laws and processes applicable to PDE's authority to review, investigate, and prosecute complaints under the **Educator Discipline Act**. The mission of PDE is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. To advance this mission, the protection of students and other persons in Commonwealth schools is critical. The successful applicant will have the opportunity to ensure the integrity of the teaching profession and support student safety in the Commonwealth's schools.

The position will be classified as either an Attorney 1 or 2 depending upon the level of relevant experience possessed by the successful applicant. The position is based in Harrisburg. This position is eligible for part-time telework with an in-office requirement of three business days per week.

What You'll Do:

This position represents a professionally rewarding opportunity for a new attorney recently admitted to the Pennsylvania Bar. The successful applicant will assist senior level colleagues in all aspects of administrative litigation, specifically, the investigation and prosecution of educator misconduct complaints. In addition, the assistant counsel will maintain their own caseload while assisting senior level attorneys in administrative proceedings involving educator discipline and reinstatement. The work generally includes drafting pleadings, motions, and briefs; conducting legal research; coordinating and overseeing investigations; interviewing and preparing witnesses; and other facets of complete case management. The attorney may also serve as counsel for PDE in administrative hearings and appeals before hearing officers appointed by the Professional Standards and Practices Commission. Additionally, the attorney may assist with litigation before state appellate courts, including research, preparation of pleadings, motions, applications, and responses, discovery, briefing, hearings, and arguments.

What We're Looking For:

This position requires excellent written and oral communications skills, attention to detail and organization, exceptional interpersonal skills, and an ability to foster trust and respect, including creating collaborative and responsive working relationships with colleagues, education professionals, clients, and other members of the public. One to three years of experience gained through a judicial clerkship, a law firm or other public service entity where focus was on litigation would be ideal.

Why Join OGC?

At OGC, you're not just practicing law—you're shaping the future of Pennsylvania. We offer a career filled with purpose, opportunities for professional growth, and the chance to make a difference. Here's what you can expect:

- **Comprehensive Benefits:** 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 part of a respected institution dedicated to legal excellence and public service. The PDE legal office has a strong record of attorney retention, with many attorneys building long and fulfilling careers within the agency. Those who do move on often find new and impactful roles elsewhere within the Commonwealth, benefiting from their experience here. 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.

Apply Today!

Send your letter of interest, resume, and writing sample (no longer than 10 pages) by Friday, December 6th. to ogchiring@pa.gov, directed to Derek Riker, Deputy Chief of Staff, Office of General Counsel, 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.