



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

The Pennsylvania Governor's Office of General Counsel (OGC) seeks two licensed attorneys to work as Assistant Counsel in the Department of Revenue's Office of Chief Counsel ("DOR OCC"). These positions are based in Harrisburg. The selected candidate will be classified as either an Attorney 1 or 2 depending on the level of relevant experience possessed by the successful applicant(s).

The Department of Revenue is responsible for administering all Pennsylvania state tax laws, as well as the Pennsylvania Lottery. This mission requires the performance of a full range of legal services such as litigation; transactional work such as contract negotiation, review and execution; oversight of agency procurements; promulgation of regulations; and the analysis and drafting of legislation.

DOR OCC attorneys appear regularly before the Board of Finance and Revenue to litigate administrative tax appeals, and occasionally represent the Department on appellate matters. Further, attorneys are expected to monitor tax appeal casework by outside counsel and coordinate litigation efforts with the Office of Attorney General. Additional litigation includes personnel actions before the Pennsylvania Human Relations Commission, Office of Open Records, Board of Claims, and other administrative tribunals. Attorneys frequently collaborate with Revenue executive staff and various stakeholders on regulatory, legislative and policy matters. Work product consists of review and preparation of traditional litigation responses such as appeals, answers, position statements, compromise orders, petitions for review and briefs on procedural and substantive grounds. Additionally, attorneys are expected to produce internal legal memoranda for Revenue bureau staff and executive staff, as well as legal guidance disseminated to the public in the form of private letter rulings, tax bulletins, and advisory opinions.

DOR OCC lawyers are expected to develop a level of expertise in one primary tax area (income tax, sales and use tax, corporate/business taxes, or Lottery/gaming) as well as a secondary tax area; in many cases they serve as back-up for legal staff in at least one additional area. For these positions, selected candidates would be expected to provide services primarily in the areas of sales and use tax as well as Lottery/gaming taxes, and be able to provide support in transactional and personnel matters as needed.

Neither litigation experience nor knowledge of tax law are prerequisites for either of these positions, but preferred. Recent law graduates are encouraged to apply, provided that relevant experience was obtained during law school either through course work or externships/clerkships. The successful applicant for this position must demonstrate: (1) 1 to 3 years of relevant legal experience; (2) solid legal research, reasoning, analytical, and writing skills; (3) an ability to review appeal pleadings and evidence and identify relevant legal issues and developing proposed responses consistent with Department tax policy; (4) attentiveness to detail; (5) good work habits, including speed and efficiency; (6) an ability to work independently and track and prioritize varying assignments so that deadlines are not missed; (7) good interpersonal and communication skills; and (8) comfort in presenting legal analysis orally to Department staff. These positions require the exercise of confidentiality and independent judgment and a willingness to increase the candidate's skill base in an autonomous work environment.

Applicants must have a Juris Doctor degree from an ABA-accredited law school and be a member in good standing with the Pennsylvania Bar (graduating student applicants would be expected to pass the Pennsylvania Bar exam post-selection). 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 **July 1, 2022** 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.