



COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Attorney (Up to 5 Positions)

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY: \$56,059.00 - \$110,983.00 Annually
JOB TYPE: Non-Civil Service Permanent Full-time
DEPARTMENT: SL State Employees' Retirement System
LOCATION: Dauphin County
OPENING DATE: 01/31/19
CLOSING DATE: 02/22/19 11:59 PM

BUREAU/DIVISION: Legal Office

WORKSITE ADDRESS: 30 N. 3rd Street

WORKSITE ADDRESS: 5th Floor

CITY: Harrisburg, Pennsylvania

ZIP CODE: 17101

CONTACT NAME: Katie Mathews, Human Resource Director

CONTACT PHONE: 717-237-0242

CONTACT EMAIL: kmathews@pa.gov

THE POSITION:



Are you a self-motivated, detail-oriented attorney who's tired of performing the same tasks over and over again? Are you looking for a challenging work environment with varied responsibilities and potential growth opportunity? Do you thrive in a cooperative team atmosphere? Then this may be the opportunity for you.

DESCRIPTION OF WORK:

The State Employees' Retirement System is looking for attorneys of varying degrees of experience to join our independent Legal Office. Our client is the State Employees' Retirement Board; and we're not part of the Commonwealth's Office of General Counsel. SERS attorneys serve the retirement board's three public pension funds, including the \$29 billion State Employees' Retirement Fund, with membership of nearly 300,000 current and former public employees. Attorneys work closely with SERS'

executive and investment offices, membership services, financial administration, and other areas; and they develop expertise in administrative and appellate litigation, investment vehicles and transactions, complex contract negotiation and drafting, federal tax qualification, media matters and other specialties.

Opportunities are available on our administrative litigation and benefits administration team (click [here](#) for position description) and on our business transactions team (click [here](#) for position description). By applying to this posting, you will automatically be considered for opportunities in both specialty areas.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

We are accepting applications from attorneys with all levels of experience and from candidates for admission to the Bar of the Supreme Court of Pennsylvania. If selected for an attorney position with SERS, appointment will be at the level SERS determines is commensurate with your experience.

Attorney 1, \$56,059 - \$85,125

Graduation from an accredited school of law and certificate of admission to the Bar of the Supreme Court of Pennsylvania; or completion of all preparatory steps and application to become a member of the Bar of the Supreme Court of Pennsylvania.

Attorney 2, \$60,020 - \$97,213

Two years of professional legal experience and graduation from an accredited school of law; or an equivalent combination of experience and training.

Attorney 3, Non-Supervisory, \$72,998 - \$110,983

Five years of professional legal experience and graduation from an accredited school of law; or an equivalent combination of experience and training.

Post-Employment Requirement, All Levels

Applicants must be certified for admission to the Bar of the Supreme Court of Pennsylvania and must maintain membership on a continuous basis during employment.

* A cover letter and resume must be submitted with this online application.

* Check your application and attachments carefully before submitting. Applicants will be unable to edit or attach additional information to an application once it has been submitted. To make edits or attach additional documents after your initial submission, you will need to reapply.

* SERS will not pay for or reimburse for interview expenses.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Position #N-2019-35530
ATTORNEY (UP TO 5 POSITIONS)
BO

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer

Attorney (Up to 5 Positions) Supplemental Questionnaire

- * 1. Have you graduated from an accredited United States law school or a certified foreign studies equivalency?
- Yes
- No, but I anticipate graduating within the next 6 months
- No

- * 2. Are you admitted to the Bar of the Supreme Court of Pennsylvania?
- Yes
 No, but I intend to sit for the Pennsylvania Bar Exam in 2019
 No
- * 3. How many years of experience to you have practicing law?
- None
 None, but I was a legal intern, law clerk, member of law review or moot court, or had some other similar experiential legal learning
 Less than 2 years
 2 years - Less than 5 years
 5 + years
- * 4. How many years of litigation experience do you have?
- None
 Less than 2 years
 2 years - Less than 5 years
 5 + years
- * 5. How many years of administrative litigation experience do you have?
- None
 Less than 2 years
 2 years - Less than 5 years
 5 + years
- * 6. How many years of business transactions legal experience do you have?
- None
 Less than 2 years
 2 years - Less than 5 years
 5 + years
- * 7. How many years have you practiced law in an area other than litigation or business transactions?
- None
 Less than 2 years
 2 years - Less than 5 years
 5 + years
- * 8. Have you attached/uploaded a copy of your cover letter?
- Yes
 No
- * 9. Have you attached/uploaded a copy of your resume?
- Yes
 No
- * 10. This position is located in Dauphin County, Harrisburg, Pennsylvania. The employer will not pay for relocation, housing, or travel expenses. Are you willing to work in and commute to this location?
- Yes
 No
- * Required Question