



Attorney 4

Position: 00125758

Salary: \$92,030 - \$139,815

Job Type: Non-Civil Service Permanent Full-time

Department: Pennsylvania State Employees' Retirement System

Location: Dauphin County

Opening Date: October 28, 2022

Closing Date: November 18, 2022

Bureau / Division: Chief Counsel's Office

Worksite address: 30 North Third, 5th Floor

City: Harrisburg, PA

Zip Code: 17101

Contact Name: Michele Shaner, Human Resource Analyst

Contact Phone: 717.237.0256

Contact Email: mshaner@pa.gov – Questions only. To apply visit www.employment.pa.gov.

APPLY:

To apply or learn more, visit the commonwealth's main employment website – www.employment.pa.gov. Click on the open jobs link. To easily find this opportunity, filter by department and select State Employees' Retirement System. **The posting will be available through November 18, 2022.** Questions may be directed to Michele Shaner, Human Resource Analyst at mshaner@pa.gov or 717.237.0256. **Do not** apply directly to SERS. All applications must be submitted through www.employment.pa.gov.

THE POSITION:

If you welcome the challenge of independently handling the most difficult, novel, and important legal matters in investments and business transactions, including executing multi-million-dollar investment contracts, then this may be the position for you! This opportunity is for a senior attorney with demonstrated legal mastery. Our ideal candidate has experience reviewing, analyzing, and negotiating closing documentation for complex, alternative investment vehicles and contracting in accordance with the Commonwealth's Procurement Code and Procurement Handbook.

DESCRIPTION OF WORK:

The Pennsylvania State Employees' Retirement System seeks an individual to join our **INVESTMENTS AND BUSINESS TRANSACTIONS** team. Our client is the State

Employees' Retirement Board; we're not part of the Commonwealth's Office of General Counsel or Office of Attorney General.

This position completes assignments such as, but not limited to: serving as legal counsel; providing legal advice; preparing investment and non-investment transaction documents; preparing various agreements including, but not limited to, investment management, limited partnership, side letter subscription, collective investment trust, and derivatives broker; formulating responses to federal and state legislation and regulations affecting financial and investment activity; providing counsel on (i) non-investment transactional matters (e.g., the procurement of goods and services for the agency), and (ii) securities litigation, bankruptcy and other business-related matters; formulating and implementing Board policies, procedures, and controls on financial and investment matters; and assisting other team members as requested.

SERS attorneys work a minimum 37.5 hour week on a set Monday through Friday schedule. Approved work schedules may start as early as 7:30 a.m. and end as late as 5:00 p.m. with a 30-minute or 60-minute unpaid meal period. Work schedules may not end prior to 4:00 p.m.

About SERS: Our mission is to prepare our members and participants to achieve financial success and security in retirement. We achieve this through a workforce that promotes integrity, employee empowerment, customer experience, fiduciary obligations, innovation and improvement, learning from mistakes, safeguarding resources, sharing knowledge, and thinking strategically.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

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

Post Employment Requirement: 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.

The Commonwealth 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.