

Assistant Counsel

The Susquehanna River Basin Commission (SRBC) is seeking an Assistant Counsel who will represent the Commission in legal and other matters that may come before it under the direction and supervision of the General Counsel. A primary area of responsibility is advising the SRBC's regulatory program, including the development, implementation and interpretation of its regulations and related policies, and the application of those regulations to Commission approvals and enforcement actions.

This position performs highly responsible administrative and professional work directly assisting the General Counsel in the management of programs, and the development and effectuation of plans, policies and projects relating to the Susquehanna River Basin. The position is based in our main office located in Harrisburg, Pennsylvania.

Information about the unique Mission of the SRBC can be found at the following link <https://www.srbc.gov/about/about-us/>. Compensation Philosophy and hiring process can be found at the following link <https://www.srbc.gov/about/employment/>.

Duties include, but are not limited to, the following:

- Advise Commission staff on the requirements of the SRBC Compact, its regulations, rules, and policies, and other laws impacting the organization's mission.
- Conduct legal research.
- Assist in the development or modification of regulations and policies in consultation with the General Counsel, and draft comment response documents.
- Assist the Commission on regulatory program enforcement matters, including the drafting of orders, settlement agreements and representation in hearings or legal proceedings.
- Represent Commission enforcement and compliance staff in developing and prosecuting Orders to Show Cause for Civil Penalties.
- Under the supervision of the General Counsel, represent the Commission in all other legal proceedings or hearings.
- Draft federal register and other required notices as needed.
- Draft legal memoranda and memorialize Commission legal positions and practices.
- Assist in the drafting of contracts, agreements and public procurement documents.
- Other duties and responsibilities as assigned by the General Counsel.
- Act as the Commission's Open Records Officer.
- Act as Presiding Officer of quarterly public hearings.

Required Knowledge and Competencies

- Excellent communication skills; ability to speak, listen and write effectively.
- Excellent interpersonal skills, including ability to work within multi-disciplinary teams, and with the public.
- Capacity to establish and maintain effective working relationships with Commission staff, member jurisdictions, Commissioners and advisors and stakeholders.
- Ability to exercise judgment and discretion in the development, application and interpretation of Commission regulations, policies and procedures.
- Understanding of technical program issues associated with water resources management.
- Ability to implement longer term research and writing projects.
- Demonstrated ability or desire to conduct litigation.

- Aptitude to effectively prioritize needs, and resolve conflicts to meet various schedule demands and due dates while maintaining product quality.
- Ability to travel throughout the Susquehanna River Basin to include overnight travel as business needs require.

Minimum Education and Work Experience

- Juris Doctorate degree from an accredited law school.
- Active member of the Pennsylvania, New York or Maryland Bar or otherwise eligible to gain admission.
- At least three years' experience as a practicing attorney.
- Demonstrated writing ability.
- Experience in administrative law, water law or water resource management preferred.

Competitive salary with an expected starting range of between \$72,000 and \$90,000 based on relevant experience. Comprehensive benefits package is available, including health care insurance and participation in Pennsylvania State Employees Retirement System. There is no civil service exam requirement.

A cover letter with salary expectations and a resume emphasizing relevant experience are required and must be submitted by **April 7th, 2024**.

Click here to apply: [Assistant Counsel](#)

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