The Pennsylvania Office of Attorney General is an Equal Opportunity Employer.

Legal and nonlegal secretaries and legal assistants are employed in the following locations:

CRIMINAL LAW DIVISION
- Appeals and Legal Services Section
- Asset Forfeiture & Money Laundering Section
- Bureau of Criminal Investigations
- Bureau of Special Investigations
- Bureau of Narcotics Investigation and Drug Control
  - Child Predator Section
  - Criminal Prosecutions Section
  - Drug Strike Force Section
  - Environmental Crimes Section
  - Insurance Fraud Section
  - Medicaid Fraud Control Section
  - Organized Crime Section
  - Special Litigation Section

CIVIL LAW DIVISION
- Appellate Litigation Section
- Financial Enforcement Section
  - Legal Review Section
  - Litigation Section
  - Tax Litigation Section
  - Torts Litigation Section

PUBLIC PROTECTION DIVISION
- Antitrust Section
- Bureau of Consumer Protection
- Charitable Trusts and Organizations Section
  - Special Litigation
  - and Civil Rights Enforcement Section
- Health Care Section
- Tobacco Enforcement Section
- Office of Consumer Advocate

OFFICE LOCATIONS
- Harrisburg, Allentown, Butler, Erie, Norristown, North Huntingdon, Philadelphia, Pittsburgh, Scranton, State College, Wilkes-Barre

(All sections and bureaus are not at all locations)

To complete an Application for Employment for either a legal assistant or a clerical/secretarial position with the Office of Attorney General refer to our website at www.attorneygeneral.gov

Office of Attorney General
- Human Resources Section
  - 14th Floor, Strawberry Square
  - Harrisburg, PA 17120

717-787-5175

www.attorneygeneral.gov

The clerical/secretarial staff is a very important part of the administrative team of the Office of Attorney General and provides assistance, services, and information to the citizens of Pennsylvania.
The Office of Attorney General is an independent office of state government headed by an elected Attorney General headquartered in Harrisburg. Regional offices are located throughout the Commonwealth.

Broad civil and criminal law powers and duties are vested in the Office of Attorney General. These duties are performed primarily within three Divisions. Each Division is headed by an Executive Deputy Attorney General who ensures that the responsibilities of the Division are implemented. The Executive Deputy Attorney General reports to the First Deputy Attorney General and through him to the Attorney General. Administrative support is provided by the Management Services Division.

Examples of work performed by a nonlegal secretary may include, but are not limited to: typing letters, reports, vouchers, agenda, memoranda or similar documents; proofreading materials to ensure that information is grammatically correct, complete, and consistent with Office of Attorney General rules and regulations; maintaining alphabetical, numerical, chronological and similar files; scheduling, rescheduling, or canceling appointments or meetings; answering the telephone and transferring the caller to the appropriate area or taking a message by recording the caller’s name and telephone number and distributing the message to the proper person.

A legal secretary performs essentially the same duties as a nonlegal secretary while being assigned to work directly for one or more attorneys. However, a legal secretary would also type legal briefs, transcripts, charts, correspondence and other legal documents from handwritten copy or dictating equipment; complete various governmental forms and vouchers; input and retrieve data via computer; request case-related information and documents via correspondence or by telephone; and file various correspondence and documents.

CLERICAL/SECRETARIAL

A variety of legal and nonlegal clerical/secretarial classifications including Clerk, Clerk Typist, Clerical Supervisor, Secretarial Supervisor, and Executive Secretary are utilized. The legal secretaries provide secretarial support to the legal staff and are employed within the Public Protection Division, the Civil Law Division, and the Criminal Law Division. Although nonlegal secretaries may be used in all of the Sections/Bureaus, most of the nonlegal secretaries are employed in the Bureau of Criminal Investigations, the Bureau of Consumer Protection, the Bureau of Narcotics Investigation and Drug Control, and various sections within the Management Services Division. Due to the nature of the work in this Office, the majority of clerical/secretarial positions are legal secretaries.

Opportunities for employment exist throughout the Office of Attorney General. The majority of positions, however, are in the Harrisburg, Philadelphia, Norristown, and Pittsburgh regional offices.

A legal secretary performs essentially the same duties as a nonlegal secretary while being assigned to work directly for one or more attorneys. However, a legal secretary would also type legal briefs, transcripts, charts, correspondence and other legal documents from handwritten copy or dictating equipment; complete various governmental forms and vouchers; input and retrieve data via computer; request case-related information and documents via correspondence or by telephone; and file various correspondence and documents.

EMPLOYMENT REQUIREMENTS

The Office of Attorney General is a non-Civil Service agency and applicants for Clerk Typist positions must pass the Office of Attorney General typing test.

An applicant for a Clerk Typist position must take a two-part typing test. The first part of the test is a timed writing test with a three (3) minute time limit. A score of 40 words per minute, after deductions for errors, must be achieved in order to pass this portion of the test. In the second part of the test, the applicant must type and proofread a business letter. This portion of the test is not timed and is graded solely on accuracy.

In order to be considered for employment as a Clerk Typist, an applicant must pass both the timed writing portion of the test and the business letter portion of the test. If an applicant does not successfully complete both parts of the test, they may take the test again in three months.

Applicants for Clerk positions are not required to take a test.

Legal Assistant

A limited number of legal assistants provide a variety of legal services, including law-related administrative tasks. They are employed throughout the Office, but primarily in the Litigation Section, the Torts Litigation Section, and the Financial Enforcement Section.

The duties of a legal assistant within the Office of Attorney General may include, but are not limited to: conducting legal research; investigating, collecting, and compiling case material; interviewing witnesses and assisting at depositions; drafting pleadings and interrogatories; preparing appendices of briefs on appeals; assisting in all facets of trial preparation; and drafting subpoenas for the procurement of records.

EMPLOYMENT REQUIREMENTS

In order to qualify for a legal assistant position, an applicant must meet one of the following requirements: Bachelor’s Degree from an accredited college or university with a major in pre-law, to include a minimum of three (3) credit hours in legal research; Associate’s Degree as a paralegal from an accredited college or university;