

Job Posting

DEPARTMENT: Office of Attorney General
SECTION: TBD
CLASS: Honors Attorney
LOCATION: Philadelphia, Harrisburg, or Pittsburgh
TYPE POSITION: Permanent, Full-time, Non-civil service, Non-Union
WORK HOURS: 8:30 – 5:00
SALARY RANGE: \$56,020, plus benefits

BASIC FUNCTION:

The Honors Fellowship is a fusion of entry-level legal work with rigorous on-the-job education. Honors Attorneys work under the close supervision of, and with constant feedback from, senior attorneys, who regularly practice in both state and federal court. At the beginning of their time at OAG, Honors attorneys are expected to be able to handle routine legal matters with feedback from mentor attorneys. The scope and complexity of their work will increase as they gain experience. Honors Attorneys are expected to put significant effort into learning the practice and requirements of government legal work during their Fellowship.

The Honors Fellowship runs for one full year, beginning in September. There is no promise or offer of employment made beyond the one year appointment.

Honors attorneys may have the opportunity to work on a range of topics and projects, but will be assigned to a specific section based on the needs of the office and the selected candidates' interests. Possible section placements include:

Appellate Litigation
Criminal Appeals
Criminal Prosecutions
Environmental Protection
Antitrust Litigation
Consumer Protection
Health Care Litigation

Civil Rights Enforcement
Fair Labor
Multistate Litigation
Tax Litigation & Enforcement
Torts Litigation
Special Litigation
Public Corruption

EXAMPLES OF DUTIES:

- Conducts legal and evidentiary research
- Examines and analyzes documents and evidence in order to determine legal sufficiency
- Aids in the preparation of briefs, pleadings, indictments, and other legal papers
- Interprets and applies laws, regulations, and court decisions
- Advises private citizens on state laws and regulations
- Participates in investigations
- Assists in depositions and witness interviews
- Assists with trial preparation
- Assists attorneys during court proceedings
- Performs other duties as assigned

MINIMUM EXPERIENCE AND TRAINING:

- Graduation from an accredited law school in 2018, or at OAG discretion, recent graduation from an accredited law school and subsequent completion of a clerkship or fellowship ending in 2018
- Excellent academic and professional standing
- Residency in Pennsylvania for the duration of the Fellowship
- Admission to the Bar of the Supreme Court of Pennsylvania, or completion of the July 2018 Pennsylvania Bar exam. (If not admitted prior to selection, continued employment as an Honors Fellow may be contingent upon the applicant's successful admission to the Bar resulting from the July 2018 exam.)

APPLICATION INSTRUCTIONS:

- Fill out the online employment application found at https://www.attorneygeneral.gov/The_Office/Employment/. Attach a cover letter, resume, legal writing sample of no more than 5 pages, and an unofficial copy of your most up-to-date law school transcripts.
- Applications will be accepted through Sunday, March 11th. Applicants who are accepted into the interview round will be contacted shortly thereafter. The hiring process is expected to conclude by the end of March.