

# Job Posting

<b>DEPARTMENT:</b>	Office of Attorney General
<b>SECTION:</b>	Bureau of Consumer Protection
<b>CLASS:</b>	Assistant Director for General Litigation
<b>LOCATION:</b>	Philadelphia
<b>TYPE POSITION:</b>	Permanent, Full-time, Non-civil service, Non-Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 11 – Minimum Pay \$83,717

## **BASIC FUNCTION:**

This employee will report to the Director of the Bureau of Consumer Protection and will oversee all standard attorney work involving investigations and litigation within the Bureau. The Bureau of Consumer Protection is authorized to perform the following duties:

- Investigate commercial and trade practices in the distribution, financing and furnishing of goods and services for the use of consumers;
- Conduct studies, investigations and research into matters affecting consumer interests and make such information available to the public;
- Advise the Legislature on matters affecting consumer interests, including the development of policies and the proposal of programs to protect consumers;
- Investigate fraud and deception in the sale, servicing and furnishing of goods and products, and strive to eliminate such illegal actions;
- Promote consumer education and publicize matters relating to consumer fraud, deception and misrepresentation.

Based upon consumer complaints or investigations, the Bureau is authorized to take formal legal action against persons and organizations who engage in unfair and deceptive conduct in the advertisement or sale of goods or services within the Commonwealth.

In general, the Bureau is only authorized to file formal legal action where it has reason to believe that a business is engaged in illegal practices and it is in the public interest to do so. "The public interest" may include a pattern or practice of fraud, an important question of law, a significant number of consumer victims, a significant amount of money at risk or a variety of other things.

**EXAMPLES OF DUTIES:**

- Review and provide feedback on documents prepared by staff attorneys
- Oversee investigations and legal actions
- Directly manage all Attorneys-in-Charge
- Provide guidance on investigative steps and litigation techniques
- Assist in creating procedures for the Bureau to improve efficiency and efficacy

**MINIMUM EXPERIENCE AND TRAINING:**

- Graduation from law school
- Admitted to practice law in Pennsylvania
- At least 15 years of litigation experience
- At least 3 years of managerial experience
- Government practice a plus
- Ability to exercise good judgment, courtesy, and tact in working with the public and with employees
- Ability to establish and maintain effective working relationships with other employees and the general public