

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Appellate Litigation Section/Civil Law Division
CLASS:	Chief Deputy Attorney General
LOCATION:	Harrisburg
TYPE POSITION:	Permanent, Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Commensurate with experience

BASIC FUNCTION:

The Appellate Litigation Section handles or supervises all appeals in all cases arising in both the Civil Law and Public Protection Divisions. The employee will report to the Executive Deputy Attorney General for the Civil Law Division and will be responsible for overseeing lawsuits on a variety of issues, working closely with attorneys and professionals from other sections of the Office of Attorney General and from offices of other state attorneys general. Applicants should possess strong academic credentials, federal court experience, excellent written and oral communication skills, an interest in current legal and policy issues, and the organizational skills to manage multiple projects simultaneously.

EXAMPLES OF DUTIES:

- Serves as a Section Chief in the Office of Attorney General.
- Participates in the initiation and development of new and revised departmental policies and procedures.
- Participates in staff conferences called by the Attorney General or Executive Deputy Attorney General to discuss departmental policies.
- Supervises and coordinates the preparation of briefs and other activities incidental to litigation and court work.
- Supervises the work of attorneys in the assigned unit.
- Provides overall direction and guidance to subordinate attorneys engaged in court work.
- Represents the state personally in highly complex and important litigation before trial and appellate courts and administrative tribunals.
- Reviews criminal investigative reports to ensure that sufficient evidence exists to initiate legal proceedings.
- May direct criminal investigations and participate in same.
- Drafts formal opinions.

- Examines and analyzes contracts, leases, bonds, and claims in order to determine legal sufficiency.
- Performs related work as required.

MINIMUM EXPERIENCE AND TRAINING:

- Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, and an unquantifiable degree of progressively responsible legal experience which affords the employee the necessary knowledge.