

Job Posting

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

BASIC FUNCTION:

The Office of Attorney General (OAG) is spinning off its Financial Enforcement Section (FES) from the combined “Tax Litigation and Financial Enforcement” Section and hiring a Chief Deputy Attorney General to lead this stand-alone section. FES is part of the Civil Law Division of the OAG and assists the Attorney General in carrying out his duty under 71 P.S. § 732-204(c) to “collect, by suit or otherwise, all debts, taxes and accounts due” to the Commonwealth and its agencies. The attorneys and other professionals in FES represent the Commonwealth in collections litigation and execution of judgments, workouts and compromises, non-litigation dunning and collection efforts, and bankruptcy litigation in Pennsylvania and throughout the United States. The Chief of FES will report to the Executive Deputy Attorney General for the Civil Law Division (EDAG) and work with a dedicated FES business manager, who is being hired.

EXAMPLES OF DUTIES:

- Works with EDAG and dedicated FES business manager to create new, stand-alone FES
- Manages and guides FES in collecting tens of millions of dollars + for Commonwealth annually
- Represents Commonwealth in complex and important litigation and non-litigation matters
- Supervises attorneys and others in FES and provides overall direction to guide the section
- Reviews and coordinates preparation of pleadings, briefs and other litigation/collection activities
- Works with FES business manager to triage and prioritize collection matters and guide them through various aspects of FES collection process
- Reviews reports, financial information and other documentary evidence and exercises judgment to ensure that sufficient evidence exists to initiate and resolve legal proceedings
- Interacts with Governor’s Office of General Counsel and other Commonwealth agencies
- Assists with initiation and development of FES policies and procedures
- Assists FES business manager with management of outside collection agencies
- Works with Attorney General, First Deputy and other Executive Officers as required
- 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 progressively responsible legal experience.