

# Job Posting

<b>DEPARTMENT:</b>	Office of Attorney General
<b>SECTION:</b>	Impact Litigation Section/Civil Law Division
<b>CLASS:</b>	Deputy Attorney General II/III
<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 9 – Minimum pay of \$64,059 Pay Range 10 – Minimum pay of \$73,233

## **BASIC FUNCTION:**

The Impact Litigation Section is responsible for representing the Commonwealth of Pennsylvania as plaintiff in civil litigation and related legal matters involving issues of significant state and national importance, including litigation regarding policies and actions of the federal government. The employee will report to the Chief Deputy Attorney General for the Impact Litigation Section 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:**

- Reviews and analyzes draft complaints and amicus briefs, conducts legal research, and drafts internal memoranda providing advice regarding possible joinder of lawsuits
- Prepares pleadings, briefs, and other court papers in conjunction with suits, trials, hearings or other court procedures
- Conducts legal research in connection with the preparation of trial and appellate briefs and formal and informal legal opinions
- Drafts internal memoranda regarding potential litigation and other matters
- Assists in preparation, trial, and argument of cases in federal courts
- May supervise junior attorneys
- May supervise investigative and clerical staff
- Answers routine correspondence
- Performs related work as required

**MINIMUM EXPERIENCE AND TRAINING:**

**Deputy Attorney General II:**

- Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, and two years of progressively responsible experience in professional legal work.

**Deputy Attorney General III:**

- Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, and three years of progressively responsible experience in professional legal work.