

Job Posting

DEPARTMENT: Office of Attorney General

SECTION: Tobacco Enforcement Section/Public Protection Division

CLASS: Legal Assistant II

LOCATION: Harrisburg

TYPE POSITION: Permanent, Full-time, Non-civil service, Union

WORK HOURS: 8:30 – 5:00

SALARY RANGE: Pay range 5-Minimum starting salary of \$37,066

BASIC FUNCTION:

This is advanced legal work in assisting attorneys in the practice of law in a section that is tasked with implementing the Tobacco Settlement Agreement Act and the Tobacco Product Manufacturer Directory Act which were passed to enforce the Master Settlement Agreement of November 1998, the result of the Commonwealth’s lawsuit against the tobacco industry.

An employee in this position is responsible for assisting with preparation of, and performing review and analysis of, legal documents to aid attorneys at all stages of enforcement actions and legal proceedings. A key part of the employee’s responsibility will be to ensure that documents to be filed meet legal and procedural requirements of the court or other reviewing authority. Similarly, the employee will need to ensure that tobacco company documents submitted to OAG comply with applicable laws, regulations, or terms of agreements. Employees are responsible for making recommendations to an administrative superior for further action based on the research and review of facts initiated independently, the application of laws and regulations, or the review of compliance with the terms of agreements. This position involves handling sensitive and confidential matters consistent with attorney-client privilege

Significant initiative is required for this position. It is expected that the individual hired in this position will have substantial case management skills, a high level of proficiency with Microsoft Word, and an established skill set with Microsoft Excel and Powerpoint. The employee should be prepared to develop skill sets for case management, document management, and E-discovery software based on some familiarity with these product families.

This position includes the provision of advanced legal secretarial and staff support to one or more staff attorneys or legal counsel with work typically being performed independently under the supervision of a higher level supervisor or attorney.

EXAMPLES OF DUTIES:

- Reviews, prepares, and provides analysis of correspondence, written complaints, motions, briefs, applications, rulings, decisions, appeals, exhibits, and other legal documents to determine whether they meet procedural and statutory requirements, as well as for form and substance per court or other applicable rules and legal requirements, including but not limited to: U.S. District Courts, U.S. Courts of Appeals, U.S. Supreme Court, PA Common Pleas Courts, PA Superior Courts, PA Commonwealth Court, PA Supreme Court, U.S. Bankruptcy Court, and arbitration panels convened pursuant to the Tobacco Master Settlement Agreement
- Reviews and assesses tobacco company certifications, escrow agreements, distributor reports of sales, Department of Revenue audits, and similar enforcement documents
- Gathers information through research and investigation in order to determine whether necessary legal and regulatory requirements have been met
- Reviews enforcement actions to ensure compliance with state agency regulations, proper application of law, adherence to procedure, and appropriate documentation of evidence of violations
- Recommends approval or denial of appeals of agency action, such as denials of tobacco company certifications
- Maintains case files in case management and tracking systems and advises attorneys of upcoming trial commitments and special items needing their attention
- Coordinates scheduling and communications with witnesses, other state counsel, outside counsel, and opposing counsel
- Reviews, prepares, and organizes exhibits, motions and other documents to be filed or presented before a court or other adjudicatory authority, ensuring that all procedural requirements are met and legal issues addressed
- Drafts standard contracts for services and reviews, organizes and drafts documentation submitted in support of contracts
- Writes detailed summaries of case-related documents and legal decisions to be used in preparation for court proceedings, settlements, or presentations
- Prepares case files and background profiles summarizing information gathered during an investigation
- Reviews litigation before courts and other judicial and regulatory authorities to determine the impact of a court decision on enforcement practices and litigation
- Researches and reviews case law and statutes for relevant legal principles and applicable legal precedent
- Shepardizes citations and utilizes research tools such as Westlaw
- Contacts field personnel to obtain facts and information pertinent to litigation
- Processes and files documents with appropriate courts or quasi-judicial bodies in accordance with the specific procedures of each body
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

- An Associate's degree as a paralegal from an accredited college or university and two years of experience as a paralegal OR
- A paralegal certificate with two years of experience as a paralegal OR
- Three years of experience as a paralegal OR
- Six years of experience as a legal secretary and a paralegal certificate OR
- One year as a Legal Assistant I OR
- Any equivalent experience, training, and education