

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Tobacco Enforcement Section/Public Protection Division
CLASS:	Deputy Attorney General II/III
LOCATION:	Harrisburg
TYPE POSITION:	Permanent, Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Pay Range 9 – Minimum pay of \$65,506 Pay Range 10 – Minimum pay of \$74,876

BASIC FUNCTION:

An employee in this class provides varied legal services and advice on matters relative to the enforcement of the 1998 Tobacco Master Settlement Agreement (MSA), tobacco laws enacted pursuant to the MSA (Tobacco Settlement Agreement Act and Tobacco Product Manufacturer Directory Act), and the Cigarette Fire Safety and Firefighter Protection Act, as well as other applicable tobacco related laws and regulations. Work involves the entire spectrum of the legal process from legal analysis and enforcement actions to pre-trial preparation and court appearances. As a candidate hired at the II level gains experience, work is performed with more independence. A candidate hired at the III level will work independently on most matters.

EXAMPLES OF DUTIES:

- Performs enforcement activities including legal review and providing advice with respect to certification provided by tobacco manufacturers, audits and sales reviews performed by civil investigators, and inspections and record reviews. An employee in this position may work with Office of Attorney General criminal law enforcement regarding contraband tobacco sales.
- Participates in or handles complex litigation/arbitration with tobacco manufacturers regarding parties' compliance with the MSA and laws implemented to enforce it
- Actively participates in multistate working groups and multistate litigation/arbitration with a range of issues from complex litigation to mergers and acquisitions
- Performs interagency coordination of enforcement activities and, as necessary, of the litigation/arbitration of issues, including with the Department of Revenue and Department of Health

- Prepares, presents, and argues cases before arbitration panels and state and federal courts as necessary
- Prepares discovery, participates in electronic discovery, and prepares pleadings, briefs, and other legal papers
- Conducts legal research in connection with the preparation of motions and trial and appellate briefs and provides legal advice
- Plans, prepares, and presents factual and expert witness testimony and exhibits, including summary and demonstrative exhibits
- Prepares and 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.