

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Tax Litigation Section/Civil Law 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:	DAG II: Pay Range 9 – Minimum pay of \$65,506 DAG III: Pay Range 10 – Minimum pay of \$74,876

BASIC FUNCTION:

An employee in this class provides varied legal services and advice on state and local tax matters of moderate or significant scope and complexity. Work involves appellate litigation – representing the Commonwealth in state and local tax appeals filed in Commonwealth Court. The duties of this position involve all aspects of handling tax appeals including evaluating each appeal, determining the proper course of action, and working to a final resolution of each matter. The successful candidate must possess excellent oral communication and writing skills and strong organizational skills to effectively manage a heavy caseload. As a Deputy Attorney General II (DAG II) gains experience, work is performed with more independence. A Deputy Attorney General III (DAG III) will work independently on most matters.

EXAMPLES OF DUTIES:

- Litigates tax cases including preparing the stipulation of facts, briefing, and arguing the cases in Commonwealth Court
- Prepares motions, status reports, and other filings in Commonwealth Court
- Interacts with Department of Revenue staff including the Office of Chief Counsel, the Bureau of Audits, and the Pass Through Business Office
- Conducts legal research related to pending litigation
- Occasionally drafts, serves, and responds to discovery requests
- Collaborates with other sections within the Office of Attorney General, as required
- Answers routine case-related correspondence
- Performs additional and related work, as required

EXPERIENCE AND TRAINING:

Deputy Attorney General II:

- Graduation from an accredited law school, admission to the Bar of the Supreme Court of Pennsylvania, and a minimum of two years of progressively responsible, professional legal experience
- Two to six years of progressively responsible, professional legal experience preferred

Deputy Attorney General III:

- Graduation from an accredited law school, admission to the Bar of the Supreme Court of Pennsylvania, and a minimum of three years of progressively responsible, professional legal experience
- Four to nine years of progressively responsible, professional legal experience preferred