

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Torts Litigation Section/Civil Law Division
CLASS:	Deputy Attorney General II/III
LOCATION:	Pittsburgh
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:

The Torts Litigation Section is responsible for defending Commonwealth agencies and their employees in personal injury and property damage actions in state courts around the Commonwealth. Most of these cases involve claims against PennDOT for death or serious bodily injury resulting from the allegedly defective design, construction, or maintenance of state highways. The employee will report to the Senior Deputy Attorney General in Charge of Torts Litigation in his or her regional office. The successful candidate will be responsible for handling all aspects of litigation defense for the cases assigned and will work closely with attorneys and professionals within the Office of Attorney General and the defendant state agencies. Applicants should possess strong academic credentials, excellent written and oral communication skills, an interest in current legal and policy issues, and the organizational skills necessary to manage multiple cases simultaneously. Work entails the performance of moderate to advanced legal activities of a difficult nature, including putting on cases for trial. As a Deputy Attorney General (DAG) II gains experience, work is performed with more independence. A DAG III will work independently on most matters. Candidates for the DAG III title position must have prior trial experience.

EXAMPLES OF DUTIES:

- Handles entire litigation of assigned tort actions filed in various Courts of Common Pleas within the Pittsburgh and Erie regions
- Conducts legal research and prepares/files pleadings, motions, briefs, memoranda, and other legal filings required to defend Commonwealth clients
- Attends and participates in oral arguments, hearings, and court conferences
- Examines and analyzes documents in order to determine legal sufficiency and strategy

- Works closely with state agency clients to review and interpret their regulations and policies to determine defense posture
- Interviews witnesses and involved parties
- Travels to accident sites to review and evaluate liability and defense strategy
- Prepares and responds to discovery requests and attends/conducts depositions
- Works with liability and damage expert witnesses to secure expert reports and testimony
- Prepares for, and participates as “first chair counsel” in mediations, arbitrations, bench trials, and jury trials
- Performs other duties 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