



Attorney General Josh Shapiro
Honors Fellowship Attorney

Sections: Fair Labor Section; Civil Rights Enforcement Section – Public Protection Division

Section Description: The Fair Labor Section utilizes the civil and criminal resources of the Office of the Attorney General to investigate and pursue actions to end wage theft and discriminatory practices in the workplace; works in collaboration with the Pennsylvania Department of Labor and Industry’s Bureau of Labor Law Compliance and the U.S. Department of Labor; engages in policy actions; and conducts public outreach to educate workers and the public regarding workers’ rights.

The Civil Rights Enforcement Section enforces, and conducts outreach on, state and federal laws that protect the right of Pennsylvanians to be free from unlawful discrimination related to: employment and independent contracting; housing, commercial property, and related financing; public accommodations (including educational institutions); and other aspects of life. The Section also has authority to obtain civil injunctions under Pennsylvania’s Civil Redress Statute against continuing acts of ethnic intimidation, in consultation with the local district attorney.

Class: Deputy Attorney General I

Position Type: One-year Fellowship, Full-time, Non-civil service, Non-Union

Location: Harrisburg

Work Hours: 8:30 -5:00

Salary: Pay Range 8 – Minimum pay of \$57,272

Basic Function:

The Honors Fellow will work in two sections of the Office of the Attorney General – the Fair Labor Section, and the Civil Rights Enforcement Section – and will provide varied legal services related to the affirmative enforcement of state and federal labor, employment, and civil rights laws. This may include conducting research and analysis and formulating legal theories; providing pre-suit guidance to investigators; recommending, filing, and conducting

civil actions; and consulting on any appeals. The Honors Fellow also may assist with public outreach to inform Pennsylvanians of their rights and legal responsibilities related to fair labor practices and civil rights. The Honors Fellow will work independently but also assist senior attorneys on matters deemed to be more complex and difficult.

Examples of Duties:

- Works with civil investigators on pre-suit factual investigations, and helps direct factual investigations related to pending litigation
- Conducts legal research related to potential and pending litigation
- Works with section chiefs to devise and implement litigation strategy
- Prepares, tries, and argues cases in Pennsylvania in federal and state courts
- Prepares motions, pleadings, briefs, and other court papers in conjunction with lawsuits, trials, hearings, or other litigation
- Drafts, serves, and responds to discovery requests
- Takes and defends depositions of claimants, defendants, and witnesses, including experts
- Counsels claimants regarding case-related activities and interfaces with them regularly
- Answers routine case-related correspondence
- Participates in public outreach activities
- Performs additional and related work as required