

Job Posting

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

BASIC FUNCTION:

An employee in this position provides varied legal services and advice on matters relative to the enforcement of the Pennsylvania Unfair Trade Practices and Consumer Protection Law, as well as other applicable consumer protection related laws and regulations. A Deputy Attorney General III works independently on most matters to perform advanced professional work rendering legal services of a complex nature in cases of particular significance. Work involves the entire spectrum of the legal process from legal analysis and enforcement actions to pre-trial and trial preparation, extensive motions practice, and related court appearances.

EXAMPLES OF DUTIES:

- Performs enforcement activities including legal review and provides advice and recommendations with respect to the conduct of civil investigations and resulting legal actions.
- Participates in or handles all aspects of complex litigation including drafting legal documents including pleadings, motions and briefs; conducting discovery; participating in hearings; conducting trial preparation; and engaging in post-trial activity as needed
- Actively participates in multistate working groups and multistate investigations and litigation with a range of issues often with nationwide implications
- Prepares, presents, and argues cases before state and federal courts as necessary
- Conducts legal research in connection with the preparation of pleadings, motions, and trials as well as internal advisory memoranda for purposes of providing advice and recommendations to supervisors
- Plans, prepares, and presents factual and expert witness testimony and exhibits, including summary and demonstrative exhibits

- Prepares and answers intra-office correspondence as well as correspondence with consumers; opposing counsel; representatives of local, state, and federal law enforcement and regulatory agencies; consumer advocates and organizations; and others as necessary
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

- 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.