



## Attorney General Josh Shapiro Job Posting – Deputy Attorney General III/IV

<b>SECTION:</b>	Tax Litigation Section/Civil Law Division
<b>CLASS:</b>	Deputy Attorney General III/IV
<b>LOCATION:</b>	Harrisburg
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Non-Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	DAG III: Pay Range 10 – Minimum pay of \$74,876 DAG IV: Pay Range 11 – Minimum pay of \$85,595

The Office of Attorney General is seeking a Pennsylvania licensed attorney with 3 to 6 years' experience in state and local taxation. Litigation experience, including appellate or trial work, is desired. Experience in federal taxation is also a plus. The successful candidate must possess excellent oral communications and writing skills and strong organizational skills to effectively manage a heavy caseload.

### **BASIC FUNCTION:**

An employee in this class provides varied legal services and advice on state and local tax matters of 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 communications and writing skills and strong organizational skills to effectively manage a heavy caseload. A Deputy Attorney General III (DAG III) will work independently on most matters. A Deputy Attorney General IV (DAG IV) works independently except in extraordinary cases.

### **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

The Pennsylvania Office of Attorney General (OAG) is proud to be an **Equal Opportunity Employer** and is committed to strengthening diversity within our agency.

- Answers routine case-related correspondence
- Performs additional and related work, as required

### **EXPERIENCE AND TRAINING:**

#### **Deputy Attorney General III:**

- Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, and a minimum of three years of progressively responsible experience in professional legal work in the area of tax

#### **Deputy Attorney General IV:**

- Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, and a minimum of six years of progressively responsible experience in professional legal work in the area of tax