



## Attorney General Josh Shapiro Job Posting – Temporary Deputy Attorney General

<b>SECTION:</b>	Bureau of Consumer Protection / Public Protection Division
<b>CLASS:</b>	Deputy Attorney General I
<b>LOCATION:</b>	Pittsburgh
<b>POSITION TYPE:</b>	Temporary, Full-time, Non-civil service, Non-Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	\$29.28/hour

### **BASIC FUNCTION:**

The Pennsylvania Office of Attorney General is seeking to hire two temporary attorneys for a period of six months with the potential opportunity to extend beyond six months. The temporary positions are located in a section of the Office which handles 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. Successful candidates must be able to pay attention to detail, maintain confidentiality of the documents, and have the ability to discern the potential evidentiary value of reviewed documents.

### **EXAMPLES OF DUTIES:**

- Reviews and catalogues voluminous documents for complex civil investigation/litigation
- Documents analysis for particular legal and factual issues
- Discerns the potential evidentiary value of reviewed documents
- Conducts legal research in connection with the preparation of pleadings, motions, and trials
- Interviews potential witnesses including consumer victims and former employees of companies that are under investigation
- Performs related work as required

### **MINIMUM EXPERIENCE AND TRAINING:**

- Graduation from an accredited school of law and admission to the Bar of the Supreme Court of Pennsylvania

### **ADDITIONAL PREFERRED EXPERIENCE:**

- Two years of experience reviewing documents for civil litigation and/or general litigation
- Experience working with document platform/review software