



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

<b>DIVISION:</b>	Civil Law Division
<b>CLASS:</b>	Executive Deputy Attorney General
<b>LOCATION:</b>	Headquartered in Harrisburg, daily office can vary
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Non-Union
<b>SALARY RANGE:</b>	Starting salary \$135,000-153,000, commensurate with experience

The Pennsylvania Office of Attorney General is comprised of three legal divisions: Criminal Law, Public Protection and Civil. We are seeking to fill the Executive Deputy Attorney General position for the Civil Law Division.

The Executive Deputy Attorney General (EDAG) for the Civil Law Division oversees more than 100 employees and reports directly to the First Deputy Attorney General. The EDAG is responsible for providing strategic leadership of the Civil Law Division including managing resources and motivating and evaluating staff. Additionally, the EDAG will work with the executive staff, including the Attorney General, First Deputy, and Chief of Staff to establish and implement short and long-term goals applicable to the Civil Law Division and ensure those objectives are met. Where appropriate and desired, the EDAG may have direct involvement in the substance of ongoing litigation and other matters.

The Civil Law Division is comprised of six sections: Appellate Litigation, Civil Litigation, Legal Review, Financial Enforcement, Tax Litigation, and Torts Litigation. Through these sections, the 100+ attorneys and professionals in the Civil Law Division work together in multiple offices across the state to represent Commonwealth agencies and officials in court, defend the constitutionality of Pennsylvania law, review Commonwealth contracts, regulations and bond issues for form and legality, defend the Commonwealth in tax appeals, collect debts owed to the Commonwealth, handle all manner of civil appellate litigation for the Commonwealth, and much more. Attorneys in the Civil Law Division appear before Federal District and Bankruptcy Courts, the U.S. Courts of Appeals, and the Supreme Court of the United States, as well as state courts in each of PA's 67 counties. Each section is headed by a Chief Deputy Attorney General who reports to the Executive Deputy Attorney General.

In addition to supervising matters within the Civil Law Division, the EDAG will assist the executive staff and operations counsel with formulation of internal strategies and draft policies, where appropriate, as well as potential internal agency employment litigation. The EDAG may also assist with national impact litigation matters and strategy.

## **EXPERIENCE AND TRAINING:**

The EDAG must meet the following minimum qualifications:

- Licensed attorney in good standing in the Commonwealth of Pennsylvania
- Extensive legal writing and litigation experience at the trial and appellate levels, both in Pennsylvania state and federal courts
- Familiarity with civil litigation, including constitutional and employment law, torts litigation, tax litigation, contracts and collections
- Extensive managerial/supervisory experience, preferably in a large organization
- Proven ability to organize, structure and lead large discovery, litigation and appellate projects
- Proven ability to meet deadlines in a high pressure environment
- Effective oral and written communication skills with individuals at all levels of the organization
- Excellent judgment

Background or experience in state government or other public service is helpful but not required.

This position is primarily based in Harrisburg, PA. Statewide travel may be required.