**Attorney General Josh Shapiro**  
Job Posting – Deputy Attorney General II/III/IV

**SECTION:**  
Financial Enforcement Section/Civil Law Division

**CLASS:**  
Deputy Attorney General II/III/IV

**LOCATION:**  
Pittsburgh, Harrisburg

**POSITION TYPE:**  
Full-time, Non-civil service, Non-Union

**WORK HOURS:**  
8:30 – 5:00

**SALARY RANGE:**  
DAG II: Pay Range 9 – Minimum pay of $66,484  
DAG III: Pay Range 10 – Minimum pay of $75,991  
DAG IV: Pay Range 11 – Minimum pay of $86,886

**BASIC FUNCTION:**

An employee in this position provides varied legal services and advice on matters of moderate or significant scope and complexity. Work is typically in United States Bankruptcy Court, United States District Court or Courts of Common Pleas and involves representing the Commonwealth, the Office of Attorney General, and various other Commonwealth agencies. The duties of this position involve the entire spectrum of civil litigation from service of legal process through post-trial motions and consultation on any appeals. Difficulty of legal problems encountered is extremely complex, involving legal principles and trends of court decisions, which are not clearly defined. As a Deputy Attorney General (DAG) II gains experience, work is performed with more independence. 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:**

- Prepares, tries, and argues cases in Pennsylvania in federal and state courts  
- Prepares motions, objections, pleadings, briefs, and other court papers in conjunction with lawsuits, trials, hearings, or other litigation  
- Works with civil investigative and administrative support teams  
- Directs factual investigations related to pending litigation  
- Conducts legal research related to pending litigation  
- Drafts, serves, and responds to discovery requests  
- Takes and defends depositions of parties and witnesses, including experts  
- Counsels clients regarding case-related activities and interfaces with them regularly  
- Works with the client to devise and implement litigation strategy  
- Understands, participates in, and facilitates e-discovery efforts

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

**EXPERIENCE AND TRAINING:**

**Deputy Attorney General II:**

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

**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
- Four to nine years of progressively responsible experience in professional legal work preferred

**Deputy Attorney General IV:**

- Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, and six years of progressively responsible experience in professional legal work
- Ten or more years of progressively responsible, professional legal experience preferred