



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

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| SECTION: | Litigation Section/Civil Law Division |
| CLASS: | Deputy Attorney General II/III |
| LOCATION: | Harrisburg |
| TYPE POSITION: | 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 |

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 civil defense litigation and involves representing the Commonwealth, the Office of Attorney General, the Governor, and various other Commonwealth agencies, officials, and employees in legal actions brought against them. 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. Employees will work independently but also assist more senior attorneys on matters deemed to be more complex and difficult. As a Deputy Attorney General (DAG) II gains experience, work is performed with more independence. A DAG III will work independently on most matters.

EXAMPLES OF DUTIES:

- Prepares, tries, and argues cases in Pennsylvania in federal and state courts
- Prepares motions, pleadings, briefs, and other court papers in conjunction with lawsuits, trials, hearings, or other litigation
- Works with civil investigative and paralegal teams and 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
- 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