



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

<b>SECTION:</b>	Litigation Section/Civil Law Division
<b>CLASS:</b>	Deputy Attorney General III/IV
<b>LOCATION:</b>	Pittsburgh
<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 \$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 advanced scope and complexity. Work is typically civil defense litigation, including occasional defense of injunctions, representing the Commonwealth of Pennsylvania, the Office of Attorney General, the Governor, and various other Commonwealth agencies, officials, and employees in legal actions brought against them. Job duties encompass the entire spectrum of civil litigation from receiving service of legal process through post-trial motions and consultation on any appeals. Difficulty of legal problems encountered can be extremely complex and involve cutting-edge legal principles, constitutional and statutory law, and trends of court decisions which are not clearly defined. A Deputy Attorney General III (DAG III) will work independently on most matters. A Deputy Attorney General IV (DAG IV) will work independently except in extraordinary cases.

### **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 administrative support teams
- Directs factual investigations and 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
- Performs additional and related work 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.

## **EXPERIENCE AND TRAINING:**

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

- Graduation from an accredited law school, admission to the Bar of the Supreme Court of Pennsylvania, and a minimum of three years of progressively responsible, professional legal experience
- Four to nine years of progressively responsible, professional legal experience preferred

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

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