



**Attorney General Josh Shapiro**  
***Honors Fellowship Attorney***

**Section:** Litigation Section: Civil Law Division

**Section Description:** The Litigation Section represents the Commonwealth and its agencies, officials, and employees in a wide variety of lawsuits, usually in federal court, most of which concern the constitutionality of state statutes, the operation of state programs, the conduct of state law enforcement officers, the administration of state prisons, or the employment practices of state agencies.

**Class:** Deputy Attorney General I

**Position Type:** One-year Fellowship, Full-time, Non-civil service, Non-Union

**Location:** Harrisburg

**Work Hours:** 8:30 -5:00

**Salary:** Pay Range 8 – Non-Negotiable Salary \$58,132

**Basic Function:**

An employee in this class 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.

**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

**An online application must be completed to be considered for the program.**

**Once application is complete, forward the following documents to Alixandra Eichelberger – Program Coordinator;**

- 1. Personal Statement Letter;**
- 2. Resume;**
- 3. Recommendation Letters from two individuals familiar with legal work;**
- 4. Current law school transcripts.**

**For questions or assistance, contact Alixandra Eichelberger – Program Coordinator  
AEichelberger@attorneygeneral.gov | (717) 857-2106**