



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

<b>SECTION:</b>	Appeals & Legal Services Section/Criminal Law Division
<b>CLASS:</b>	Deputy Attorney General III
<b>LOCATION:</b>	Harrisburg, Pittsburgh, Norristown, or Philadelphia
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Non-Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 10 – Minimum pay of \$75,991

### **BASIC FUNCTION:**

This Deputy Attorney General position is an advanced appellate position in the Office of Attorney General's Criminal Law Division. The Appeals and Legal Services Section represents the Commonwealth in direct appeals from criminal convictions, proceedings under the Post Conviction Relief Act, and federal habeas corpus litigation. The Section also provides legal advice on criminal matters to the Attorney General, Executive staff, and the prosecutors and agents of the Criminal Law Division. Many cases the Section handles come as referrals from a District Attorney's office due to a lack of resources, or an actual or apparent conflict of interest on the part of the district attorney or their office.

The assigned attorney is responsible for all phases of post-conviction litigation after post-sentence motions, including appellate briefs, answering post-conviction petitions, conducting hearings, and any other collateral and appellate matters. The assigned attorney is responsible for maintaining contact with victims throughout these proceedings. A willingness to travel is an essential part of this position, as are writing ability and oral advocacy skills. An intimate knowledge of criminal law and criminal procedure is necessary to perform these duties. Because unforeseeable circumstances arise in litigation, an ability to learn and adapt to unique situations is necessary. A Deputy Attorney General III (DAG III) will work independently on most matters.

### **EXAMPLES OF DUTIES:**

- Develops investigative plans based upon the nature of the matter to be investigated (simple/complex) in conjunction with assigned agents
- Directs investigations determining what investigative steps to take and investigative tools to use to achieve appropriate/just investigative outcome

- Monitors investigations, assessing progress and adjusting investigative strategies when needed
- Keeps supervisor informed of the progress and potential outcome of investigations
- Determines, along with agents and in consultation with superiors, whether to pursue a prosecution
- Prepares/reviews/approves charging documents in conjunction with agents if prosecution is pursued
- Represents the Commonwealth post arrest and throughout all stages of the criminal prosecution including arraignments, preliminary hearings, pre-trial conferences, pretrial motions/hearings, trials (bench/jury), post-trial motions/hearings, and sentencing hearings
- Answers routine correspondence
- Performs additional and related work as required

**MINIMUM EXPERIENCE AND TRAINING:**

- 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