



Attorney General Josh Shapiro
Honors Fellowship Attorney

Sections:	Criminal Prosecutions Section: Criminal Law Division
Section Description:	The Criminal Prosecutions Section investigates and prosecutes a wide range of criminal cases, ranging from misdemeanors to complex corrupt organizations and conspiracies to first-degree murder cases.
Class:	Deputy Attorney General I
Position Type:	One-year Fellowship, Full-time, Non-civil service, Non-Union. This position is at-will with no guarantee of employment for any specific term.
Location:	Norristown
Work Hours:	8:30 -5:00
Salary:	Pay Range 8 – Non-Negotiable Salary \$58,132

Basic Function:

The Honors Fellow will provide varied legal services including but not limited to; conducting research and analysis, formulating legal theories, and assisting senior attorneys and agents with criminal investigations and charging recommendations. The Honors Fellow will assist senior attorneys with writing motions and criminal informations, assist with witness interviews and case preparations, attend court proceedings and appear in Court and handle cases with senior attorneys.

Examples of Duties:

- Conduct legal research related to potential and pending prosecutions
- Work with section chief to devise and implement prosecution strategy
- Prepare motions, briefs, and other court papers in conjunction with trials, hearings, and other stages of prosecution
- Prepare discovery requests
- Assist in the investigation of criminal cases
- Appear in Court and handles cases with a senior attorney
- Counsel witnesses regarding case-related activities and interfaces with them regularly
- Answer routine case-related correspondence
- Perform additional and related work as required

Eligibility Requirements:

Law students who are in their final year at an accredited law school and scheduled to graduate in the Spring of 2021 are encouraged to apply. Exceptions may be made for individuals actively participating in clerkships who have not held the title of “Attorney” in any capacity following graduation. The program begins in September 2021.

Additional Note:

An in-person Fellowship at the above-listed location is preferred for the 2021 Honors Fellowship, however, if the COVID-19 pandemic persists and we continue to telework at the Office of Attorney General, the Honors Fellowship will be offered remotely.

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 at aichelberger@attorneygeneral.gov:

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