



Attorney General Josh Shapiro Job Posting – Deputy Attorney General III

SECTION:	Litigation Section/Civil Law Division
CLASS:	Deputy Attorney General III
LOCATION:	Pittsburgh
TYPE POSITION:	Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Starting salary of \$75,991

BASIC FUNCTION:

An employee in this position provides varied legal services and advice on matters of moderate to advanced 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

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
- Four to nine years of progressively responsible experience in professional legal work preferred