



**Attorney General Josh Shapiro**  
Job Posting – Deputy Attorney General IV  
Attorney-in-Charge

**SECTION:** Bureau of Consumer Protection/Public Protection Division

**CLASS:** Attorney-in-Charge (Deputy Attorney General IV)

**LOCATION:** Harrisburg

**POSITION TYPE:** Full-time, Non-civil service, Non-Union

**WORK HOURS:** 8:30 – 5:00

**SALARY RANGE:** Pay Range 11: Starting salary \$86,886

**BASIC FUNCTION:**

An employee in this position provides varied legal services and advice on matters relative to the enforcement of the Pennsylvania Unfair Trade Practices and Consumer Protection Law, as well as other applicable state and federal consumer protection related laws and regulations. Work involves basic and complex investigations into possible violations of consumer protection laws, the entire spectrum of the legal process from legal analysis and enforcement actions to pre-trial and trial preparation, extensive motions practice, and related court appearances. As the Attorney-in-Charge of the Harrisburg office, this role involves supervising, training, evaluating, and otherwise managing the staff attorneys in the Harrisburg office.

**EXAMPLES OF DUTIES:**

- Reviews and provides feedback on documents prepared by staff attorneys
- Oversees investigations and legal actions
- Provides guidance on investigative steps, litigation techniques, and strategy
- Performs enforcement activities including providing advice and recommendations with respect to the conduct of civil investigations and resulting legal actions
- Participates in or handles all aspects of litigation including drafting legal documents including pleadings, motions, and briefs; conducting discovery; participating in hearings; conducting trial preparation; and engaging in post-trial activity as needed
- Actively participates in multistate working groups and multistate investigations and litigation with a range of issues often with nationwide implications
- Prepares, presents, and argues cases before state and federal courts as necessary
- Conducts legal research in connection with the preparation of pleadings, motions, and trials as well as internal advisory memoranda for purposes of providing advice and recommendations to supervisors

- Plans, prepares, and presents factual and expert witness testimony and exhibits, including summary and demonstrative exhibits
- Prepares and answers intra-office correspondence as well as correspondence with consumers; opposing counsel; representatives of local, state, and federal law enforcement and regulatory agencies; consumer advocates and organizations; and others as necessary
- Performs 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 six years of progressively responsible experience in professional legal work

**PREFERRED EXPERIENCE:**

- Minimum of 3 years of supervisory experience
- Minimum of 10 years of civil litigation experience involving complex issues
- Experience with the Unfair Trade Practices and Consumer Protection Law
- Strong work ethic
- Team-approach oriented
- Experience managing and supervising attorneys and staff