



Attorney General Josh Shapiro Job Posting – Legal Assistant II

SECTION:	Fair Labor Section/Public Protection Division and Impact Litigation Section/Executive Office
CLASS:	Legal Assistant II
LOCATION:	Philadelphia
POSITION TYPE:	Full-time, Non-civil service, Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Pay range 5 - Starting salary of \$39,902

The Pennsylvania Office of Attorney General (OAG) seeks a skilled Legal Assistant to support attorneys in the practice of law in two separate sections: Fair Labor and Impact Litigation.

The Fair Labor Section has jurisdiction across three divisions of the Office – Public Protection, Criminal Law, and Civil Law. As such, it can be involved in litigation encompassing a variety of worker issues of a civil or criminal nature in both state and federal courts. The Section frequently collaborates with attorneys general offices across the country, and it is involved in investigations, litigation, and drafting comments and *amicus* briefs, which may include other agencies of the Commonwealth of Pennsylvania or other attorneys general. The Fair Labor Section engages on a regular basis with stakeholder communities throughout Pennsylvania and does a significant amount of outreach.

The Impact Litigation Section is responsible for representing the Commonwealth of Pennsylvania as a plaintiff in affirmative civil litigation and related legal matters involving issues of significant state and national importance, including matters relating to policies and actions of the Federal Government. The Section both initiates legal action on its own and joins actions initiated by other state attorneys general across the country in order to protect the legal rights of Pennsylvanians. In addition, the Section reviews and advises on requests for Pennsylvania to join *amicus* briefs in the U.S. Supreme Court and elsewhere and on requests for Pennsylvania to join formal written comments submitted to federal agencies. The Impact Litigation Section is currently litigating several lawsuits in federal courts around the country, including the U.S. Supreme Court.

BASIC FUNCTION

This Legal Assistant position will draft, review, analyze, and process case information, legal correspondence, and other legal documents. Work will often involve handling sensitive and confidential matters consistent with attorney-client privilege. The Legal Assistant will be expected to work independently, subject to the direction of an attorney who reviews the work for timeliness, accuracy, correct formatting, and adherence to procedural and other legal requirements.

EXAMPLES OF DUTIES

- Monitors and assists with ongoing cases and investigations, through contact with case agents and other law enforcement agencies, research, and investigation
- Prepares/drafts letters, memos, requests for service, reports, and other legal documents in appropriate format pursuant to instruction
- Proofreads and line edits draft briefs, pleadings, letters, and other documents for grammar, spelling, punctuation, format, syntax, and legal citation
- Prepares tables of contents and tables of authorities for briefs and memorandums of law
- Shepardizes citations and utilizes legal research tools such as Westlaw
- Gathers, prepares, and files documents with appropriate courts and federal agencies
- Reviews local, state, and federal rules and regulations to ensure compliance
- Maintains legal records, case tracking, and other legal information using electronic databases such as CM/ECF and PACER
- Maintains records for multistate matters (administrative comments, letters, *amicus* briefs), including upcoming deadlines, joined matters, and final filed documents
- Coordinates with other sections of the OAG and with other state partners
- Maintains a list of section accomplishments and coordinates with the Communications Section to ensure public-facing multimedia content (e.g., website, social media) is current and accurate
- Maintains a bank of standard legal forms such as orders, certifications of documents, pleadings, subpoenas, and discovery requests
- Coordinates and updates the office brief bank
- Calendars and advises attorneys of important due dates and upcoming trial, settlement, closing, and hearing commitments
- Provides hearing and trial support by assembling exhibits and preparing materials for court
- Schedules hearings and appointments, makes travel arrangements for attorneys, and coordinates attendance at conferences, classes, and seminars
- Facilitates and helps coordinate outreach events with stakeholder groups
- Scans, enters, and maintains public complaints files
- Utilizes electronic databases or library resources to obtain copies of cases, statutes, regulations, and docket filings as instructed by an attorney
- Performs initial review of documents and materials produced pursuant to discovery requests, subpoenas, civil investigative demands, etc.
- Drafts routine correspondence
- Opens, logs, and distributes incoming mail, and sends various documents via regular and certified mail
- Handles telephone calls from courts, clients, opposing counsel, agency staff, and the public
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING

- Bachelor's Degree from an accredited college or university with a major in pre-law to include a minimum of three credit hours in legal research and two years of experience as a paralegal OR
- An Associate's degree as a paralegal from an accredited college or university and two years of experience as a paralegal OR
- A paralegal certificate with two years of experience as a paralegal OR
- Three years of experience as a paralegal OR
- Six years of experience as a legal secretary and a paralegal certificate OR
- One year as a Legal Assistant I OR
- Any equivalent experience, training, and education

PREFERRED EXPERIENCE AND SKILLS

- Experience with CM/ECF, PACER, and Westlaw
- Familiarity with Pennsylvania state and U.S. federal courts
- Proficiency in Spanish
- Familiarity with Bluebook citation format
- Ability to build tables of authorities in Microsoft Word