



Attorney General Josh Shapiro
Honors Fellowship Attorney

Section: Tax Litigation Section: Civil Law Division

Section Description: The Tax Litigation Section represents the Commonwealth in litigation of state tax appeals for the Board of Finance and Revenue to the Commonwealth Court of Pennsylvania and beyond. It handles an active caseload of over 2,000 cases, more than half of which involve corporate and sales and use taxes. The majority of the remaining cases involve personal income taxes.

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: Harrisburg

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 and advice on state and local tax matters of varying scope and complexity. Work involves appellate litigation – representing the Commonwealth in state and local tax appeals filed in Commonwealth Court. The Honors Fellow will assist senior attorneys with all aspects of handling tax appeals including evaluating an appeal, determining the proper course of action, and working to a final resolution of each matter.

Examples of Duties:

- Assist senior attorneys with litigating tax cases in Commonwealth Court, including the preparation of the stipulation of facts, serving and responding to discovery requests, and briefing
- Prepare motions, status reports, and other filings in Commonwealth Court
- Interact with Department of Revenue staff including the Office of Chief Counsel, the Bureau of Audits, and the Pass Through Business Office
- Conduct legal research related to pending litigation
- Collaborate with other sections within the Office of Attorney General, as required
- 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 the 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