



Attorney General Josh Shapiro

Job Posting – Deputy Attorney General II/III

SECTION:	Appeals & Legal Services Section/Criminal Law Division
CLASS:	Deputy Attorney General II/III
LOCATION:	Harrisburg
POSITION TYPE:	Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	DAG II: Pay Range 9 – Starting salary of \$66,484 DAG III: Pay Range 10 – Starting salary of \$75,991

BASIC FUNCTION:

This Deputy Attorney General position is an appellate position in the Office of Attorney General's Criminal Law Division. The Appeals and Legal Services Section represents the Commonwealth in direct appeals from criminal convictions, proceedings under the Post Conviction Relief Act, and federal habeas corpus litigation. The Section also provides legal advice on criminal matters to the Attorney General, Executive staff, and the prosecutors and agents of the Criminal Law Division. Many cases the Section handles come as referrals from a District Attorney's office due to a lack of resources, or an actual or apparent conflict of interest on the part of the district attorney or their office.

The assigned attorney is responsible for all phases of post-conviction litigation after post-sentence motions, including appellate briefs, answering post-conviction petitions, conducting hearings, and any other collateral and appellate matters. Throughout these proceedings, the attorney is responsible for maintaining contact with victims. A willingness to travel is an essential part of this position, as are writing ability and oral advocacy skills. An intimate knowledge of criminal law and criminal procedure is necessary to perform these duties. Because unforeseeable circumstances arise in litigation, an ability to learn and adapt to unique situations is necessary. A Deputy Attorney General II (DAG II) handles noncomplex litigation with minimal supervision and appears in lower courts without a senior attorney. DAG II's also assist more senior attorneys on matters deemed to be more complex and difficult. A Deputy Attorney General III (DAG III) will work independently on most matters.

EXAMPLES OF DUTIES:

- Prepares legal memoranda summarizing and analyzing the law for the Section Chief to be presented to the Attorney General or senior staff on matters of concern to the Office
- Represents the Commonwealth and defends judgments of conviction and sentence on direct appeal, and represents the Commonwealth as the appellant in criminal matters
- Responds to petitions under the Post Conviction Relief Act and other post-conviction motions, and petitions and appears for hearings in such matters
- Represents the Commonwealth and named respondents in federal habeas corpus litigation, drafting answers and responding to motions, and appears in hearings in federal court
- Directs and supervises agents conducting investigations relating to post-conviction and habeas corpus litigation
- Assists the Special Litigation Section with supervision of grand jury when in session, including the swearing of witnesses, making motions for non-disclosure, and responding to motions by counsel for witnesses and targets
- Provides updates to the Section Chief regarding the status of cases and any significant events relating to cases
- Performs additional and related work as required

MINIMUM EXPERIENCE AND TRAINING:

Deputy Attorney General II:

- Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, and a minimum of two years of progressively responsible experience in professional legal work

Deputy Attorney General III:

- 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