



## **Attorney General Josh Shapiro**

### **Job Posting – Deputy Attorney General I/II**

<b>SECTION:</b>	Bureau of Consumer Protection/Public Protection Division
<b>CLASS:</b>	Deputy Attorney General I/II
<b>LOCATION:</b>	Philadelphia
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Non-Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Deputy Attorney General I - Pay Range 8: Starting salary \$58,132 Deputy Attorney General II - Pay Range 9: Starting salary \$66,484

#### **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. The work of a Deputy Attorney General (DAG) I initially entails work of a simple or routine nature. As experience is gained, more difficult tasks are assigned. Work products are reviewed in progress and upon completion by a higher level attorney. As a Deputy Attorney General (DAG) II gains experience, work is performed with more independence with a periodic review by a more senior attorney. DAG IIs provide varied legal services and advice on matters of moderate scope and complexity including noncomplex litigation with a minimum of supervision, appear in lower courts without a senior attorney, and assist more senior attorneys on matters deemed to be more complex and difficult.

#### **EXAMPLES OF DUTIES:**

- Performs enforcement activities including legal review
- Provides 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 such as 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 and 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
- May assist more senior attorneys in reviewing documents, interviewing witnesses, trial preparation, and other duties as necessary
- Performs related work as required

### **MINIMUM EXPERIENCE AND TRAINING:**

#### **Deputy Attorney General I:**

- Graduation from an accredited school of law and admission to the Bar of the Supreme Court of Pennsylvania

#### **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

### **PREFERRED EXPERIENCE AND TRAINING:**

#### **Deputy Attorney General II:**

- At least two years of experience in civil litigation practice, including but not limited to: drafting pleadings, motions, replies/answers, discovery requests, and other legal documents; reviewing discovery responses; preparing for and presenting oral arguments before court; preparing and presenting evidentiary hearings, including preparing witnesses; and other general civil litigation experience