



## Attorney General Josh Shapiro Job Posting – Civil Investigator I

**SECTION:** Civil Investigators Unit/ Civil Law Division

**CLASS:** Civil Investigator I

**LOCATION:** Harrisburg

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

**WORK HOURS:** 8:30 – 5:00

**SALARY RANGE:** Pay Range 6 – Starting salary \$48,196

### **BASIC FUNCTION:**

This position entails the performance of civil investigative work of a confidential nature in cases involving the defense of civil suits against the Commonwealth and the representation of the Commonwealth's interests as a whole. An employee in this position assists with the conduct of investigations for four sections of the Civil Law Division: Litigation, Torts Litigation, Financial Enforcement, and Tax Litigation. The Litigation Section represents the Commonwealth in a wide variety of lawsuits, most concerning the constitutionality of state statutes, operation of state programs, conduct of state law enforcement offices, administration of state prisons, or employment practices of state agencies. The Torts Litigation Section represents the Commonwealth in personal injury actions most of which involve claims against the Pennsylvania Department of Transportation for death or serious bodily injury resulting from the allegedly defective design, construction, or maintenance of state highways. The Financial Enforcement Section collects delinquent debts and other obligations owed to the Commonwealth and its agencies. It also represents the Commonwealth and its agencies before federal bankruptcy courts in Pennsylvania and throughout the United States. The Tax Litigation Section represents the Commonwealth in state tax appeals, most of which involve corporate or sales tax matters.

An employee in this position receives on-the-job and/or formal training in order to acquire proficiency in various investigative techniques, processes, and procedures and develop a working knowledge of applicable laws, statutes, and regulations. Work is assigned by a supervisor or legal staff and is reviewed in progress and upon completion to ensure accuracy, thoroughness, logic and compliance with established policies and procedures. Investigators use checklists, templates, and supervisor investigative plans and instructions to complete assignments.

## **EXAMPLES OF DUTIES:**

- Reviews or assists with the review of complaints received and with determining and obtaining documents/information needed to defend the claims alleged. This may include photos, video, evidence, documents, reports, prior court transcripts, and EEOC/PHRC files
- Prepares or assists with the preparation of response to discovery requests. This includes gathering responsive documents/information already obtained, determining all other information needed, contacting clients/defendants, obtaining responsive information/documents, preparing affidavits, obtaining signatures, making objections, and organizing all document production, including redaction of confidential information and preparation for disclosure
- Prepares privilege log and/or discovery log
- Reviews or assists with the review of cases and obtaining relevant investigative, background, and discoverable documents and information from agencies, defendants, and witnesses
- Assists with witness identification and surveillance as needed
- Summarizes depositions
- Prepares or assists with preparation of answers to complaints
- Prepares and submits expert contracts and communicates with experts regarding information needed
- Maintains working relationship with federal, state, and local agencies, including, but not limited to, law enforcement, Department of Transportation, State System of Higher Education, and Department of Corrections
- Reviews documents and redacts confidential information for filing and/or production
- Prepares releases for records such as medical, employment, education, and tax records; obtains signatures; and requests and obtains records
- Reviews files and prepares a bill of cost
- Takes photos/measurements relating to an accident/incident
- Contacts courts (local, state, federal) for transcripts, documents filed, dockets, and/or to monitor a particular case
- Prioritizes multiple work assignments under deadlines
- Works with the supervisor and attorneys to create investigative plans
- Conducts or assists with conducting the interviews of parties and witnesses
- Interacts with clients, witnesses, and/or citizens to assist with obtaining information relating to claims alleged in a particular case
- Assists attorneys before trial with the preparation of trial exhibits, contacting and coordinating witnesses, jury selection by conducting social media searches, and during trial with exhibits and witnesses
- Attends meetings, training, conferences, and court appearances.
- Prepares and serves subpoenas
- Performs related work as required

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Familiarity with document management software, such as Case Logistix or other e-discovery system
- Familiarity with Word, Adobe Pro, Excel, and Outlook
- Ability to effectively work as a team member involved in civil investigative work state-wide
- Excellent communication skills in order to work with a variety of people both within and outside the Office of Attorney General

**MINIMUM EXPERIENCE AND TRAINING:**

- A Bachelor's Degree from an accredited college or university OR
- Graduation from high school with four years of responsible investigative, accounting, or paralegal experience OR
- A combination of education, experience, and training that would afford the applicant the knowledge to perform the required duties