



Attorney General Josh Shapiro
Job Posting – Executive Assistant to the
Executive Deputy Attorney General

SECTION: Criminal Law Division

CLASS: Executive Assistant to the Executive Deputy Attorney General

LOCATION: Harrisburg

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

WORK HOURS: 8:30 – 5:00

SALARY RANGE: Pay Range 7: Minimum starting salary \$50,817

BASIC FUNCTION:

This position involves highly responsible staff work providing administrative support to the Executive Deputy Attorney General of the Criminal Law Division and entails being accountable for a number of diverse assignments within the division relating to the coordination and control of office activities for the Executive Deputy Attorney General. The employee in this position is responsible for relieving the Executive Deputy Attorney General of a number of details pertaining to the control of the work agenda; the gathering of information and materials for meetings, public appearances and news conferences; the processing of correspondence; and the preparation of travel itinerary, arrangements, and invoices. The employee monitors the correspondence that requires the signature of the Executive Deputy Attorney General to ensure that priority items and those that require a timely response are given preference. Work requires contact with high-ranking government officials, corporate executives and professionals, and the general public on a variety of matters. The employee will work independently under general guidelines.

EXAMPLES OF DUTIES:

- Coordinates clerical activities for the Executive Deputy Attorney General to ensure expeditious work flow and operational effectiveness
- Screens visitors and phone calls for the Executive Deputy Attorney General and apprises the Executive Deputy Attorney General of all office activity in regard to visitors and callers, and answers inquiries or refers them to the appropriate person
- Reviews mail and routes it to the proper section/individual, maintains control over incoming and outgoing correspondence, and prepares standard replies on subjects relating to the status or pertinent dates for operational or administrative commitments
- Reviews correspondence prepared for the Executive Deputy Attorney General's signature to ensure proper grammar, format, completeness, and timeliness

- Collects and organizes data required for meetings and appointments, public appearances, and news conferences
- Arranges and schedules appointments, ensures that travel arrangements are made, and prepares reimbursements for travel expenditures for the Executive Deputy Attorney General
- Maintains contact with public and high ranking government officials, corporate executives, professionals, and the public
- Develops and/or maintains a filing system for the division
- Creates and tracks personnel action and budgetary authorization requests (PABARs) for the Criminal Law Division
- Referrals – logs, tracks, and disseminates
- Serves as the contact person for OAG press office staff concerning possible Criminal Law Division inquiries
- Researches and responds to Right to Know Law inquiries relative to the Criminal Law Division
- Prepares responses for citizen mail on criminal matters
- Serves as the contact person for legislative matters concerning the Criminal Law Division
- Coordinates responses to requests pursuant to Giglio which are received from other law enforcement departments
- Works with the Pennsylvania District Attorneys Association regarding criminal trainings
- Prepares weekly press memo for the Criminal Law Division
- Liaison between the Executive Deputy Attorney General and the Criminal Law Division Chief Deputy Attorneys General; liaison between the Executive Deputy Attorney General and the Criminal Law Division Agent Command
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

- Graduation from high school and five years of progressively responsible experience in secretarial work. Appropriate formal post high school secretarial training may be substituted for the required experience on a year-for-year basis OR
- Any equivalent combination of experience, training, and education
- Prior work experience in a district attorney's office or other law enforcement agency is preferred