SECTION:	Tobacco Enforcement Section/Public Protection Division
CLASS:	Deputy Attorney General I
LOCATION:	Harrisburg
POSITION TYPE:	Temporary, Full-time, Non-civil service, Non-Union
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	$29.72/hour

BASIC FUNCTION:

The Pennsylvania Office of Attorney General is seeking to hire three temporary attorneys for a period of six months with the potential opportunity to extend beyond six months. The temporary positions are located in a section of the Office which handles matters relative to the enforcement of laws bearing on the marketing, sale and distribution of tobacco products, including applicable consumer protection related laws and regulations. Successful candidates must be able to pay attention to detail, maintain confidentiality of the documents, and have the ability to discern the potential evidentiary value of reviewed documents.

EXAMPLES OF DUTIES:

- Reviews, codes, and analyzes for importance and relevance voluminous documents for complex civil investigation/litigation using an e-Discovery platform
- Prepares analysis of documents for diverse litigation purposes, including deposition and trial preparation, and preparation and defense of pleadings and motions bearing on the presentation of documents as trial exhibits
- Conducts legal research, prepares memorandum and drafts court submissions, in connection with the preparation of pleadings, motions, and trials
- Interviews potential witnesses including consumer victims and former employees of companies that are under investigation
- Performs related work as required

MINIMUM EXPERIENCE AND TRAINING:

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

ADDITIONAL PREFERRED EXPERIENCE:

- Two years of experience reviewing documents for civil litigation and/or general litigation, preferably using e-Discovery platforms
- Experience working with e-Discovery platform/review software