Attorney General David W. Sunday, Jr.
Job Posting – Deputy Attorney General III

Section: Asset Forfeiture & Money Laundering/Criminal Law Division

Class: Deputy Attorney General III

Location: Harrisburg or North Huntingdon

Telework: This position will report to the headquartered location a minimum of 2 days per week. You may have the opportunity to telework the remainder of the week, if desired and based on business need.

Position Type: Full-time, Non-civil service, Non-union

Work Hours: 8:30 – 5:00

Salary Range: Starting salary of $91,423

Basic Function

This Deputy Attorney General position is an advanced prosecutor position in the Office of Attorney General's Criminal Law Division. The Asset Forfeiture & Money Laundering Section is responsible for the litigation of all asset forfeiture cases from law enforcement agencies with statewide jurisdiction and the supervision of financial investigations leading to money laundering assets and large property seizures. These cases are complex and often involve multiple defendants and numerous types of property.

The Section is primarily responsible for the litigation of asset forfeiture cases pursuant to Chapter 58 of the Judicial Code relating to Forfeiture of Assets. This Chapter provides for the forfeiture of property that was used to facilitate violations of the Drug Act as well as property representing proceeds of drug trafficking. Chapter 58 also applies to other statutory forfeitures which include sex offenses, chop shops, gambling, and liquor code violations and trademark and recording device counterfeiting. The cases usually involve the forfeiture of cash, automobiles, jewelry, bank accounts and other financial instruments, and real estate.

The position will be based in the Flank Drive Regional Office in Harrisburg or the North Huntingdon Regional office, but requires the managing and litigation of forfeiture cases on a statewide basis.

A Deputy Attorney General III will work independently on most matters. A willingness to travel is an essential part of this position, and an intimate knowledge of criminal law and criminal procedure is necessary to perform these duties.

Examples of Duties

- Reviews relevant law enforcement investigatory reports to determine if legally sufficient to proceed with forfeiture
- Prepares briefs, motions, pleadings, reports, court filings, discovery, and other legal documents for various court proceedings in relation to forfeiture matters
- Negotiates settlements and/or consent orders when appropriate
- Represents the Commonwealth throughout all stages of forfeiture matters including the maintenance and disposition of forfeited property, pre-trial conferences, pretrial motions and hearings, trials (bench/jury), and post-trial motions and hearings
- Develops investigative plans based upon the nature of the matter to be investigated (simple/complex) in conjunction with the assigned agents or trooper
- Directs investigations determining the investigative steps to take and investigative tools to use to achieve an appropriate/just investigative outcome
- Monitors forfeiture cases and financial investigations, assessing progress and adjusting investigative strategies when needed
- Reviews and approves search and seizure warrants with assigned agents
- Keeps supervisor informed of the progress and potential outcome of forfeiture cases and financial investigations
- Determines, along with agents and in consultation with superiors, whether to pursue a prosecution
- Writes submissions and presentments to the Statewide Investigating Grand Jury
- Prepares, reviews, and approves charging documents in conjunction with agents if prosecution is pursued
- Represents the Commonwealth post arrest and throughout all stages of the money laundering prosecutions including arraignments, preliminary hearings, pre-trial conferences, pretrial motions and hearings, trials (bench/jury), post-trial motions and hearings, and sentencing hearings
- Answers routine correspondence
- Performs additional and related work as required

Minimum Experience and Training

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

Preferred Qualifications

- Prior asset forfeiture and/or financial investigations experience is preferred