

## **Assistant United States Attorney Qualifications and Application Procedures**

Applicants must possess a J.D. Degree, active membership in a Bar, and at least 2 years post J.D. litigation experience. Experience with electronic evidence and software systems is valued. Assistant U.S. Attorneys must reside in the District where hired.

Send resume with cover letter to:

First United States Attorney  
Louis D. Lappen  
615 Chestnut Street, Suite 1250  
Philadelphia, PA 19106-4476 or  
USAPAE.AUSA.RecrUIT@usdoj.gov.

### **Professional Staff Application Procedures**

Please visit [www.usajobs.gov](http://www.usajobs.gov) to search for opportunities

### **Benefits**

The pay for Assistant U.S. Attorneys is administratively determined based, in part, on the number of years of professional experience. The range of base pay is from \$44,581 to \$131,534 plus 21.79% increase for the Philadelphia locality. The pay for Professional Staff is based upon the General Schedule, including locality pay. Benefits also include, but are not limited to: health and life insurance (partially paid by the Federal government), retirement, Thrift Savings (401K) with matching up to 5%, vacation and sick leave, and transit subsidy.

*U.S. Attorney's Office  
Eastern District of Pennsylvania*

*615 Chestnut Street*

*Suite 1250*

*Philadelphia, PA 19106*

*215-861-8200*

*Please visit our website  
for more information:*

*[www.usdoj.gov/usao/pae](http://www.usdoj.gov/usao/pae)*

### **District Programs & Initiatives**

The office operates a number of programs to prevent crime, educate victims, and to give federal, state, and local regulators and law enforcement a focus for specific problems in their communities.

Community Outreach Initiatives:

- Project Safe Neighborhoods
- Violence Prevention
- Identity Theft
- Predatory Lending
- Quality of Care in Nursing Homes, Hospitals and Personal Care Home
- Pharmaceutical and Medical Device Fraud
- Prevention and Reentry

Updated: October 15, 2014

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## Welcome to the United States Attorney's Office Eastern District of Pennsylvania

The United States Attorney's Office (USAO) for the Eastern District of Pennsylvania is responsible for one of the nation's largest districts covering about 4,700 square miles with over 5 million people residing within its nine counties. The district is unique in its diversity, evident not only in its environment but also in its population. From a large metropolitan city to country farm to mountain town, the Eastern District of Pennsylvania represents a microcosm of the nation. Cultures from all parts of the world have migrated to this region and have established themselves as members of Pennsylvania community.

Philadelphia is the country's fifth largest metropolis, housing over 1.5 million people, and the birthplace of our nation. The city is rich in historical significance, including Independence National Historic Park, the home and resting place of Benjamin Franklin, and many other sites. Philadelphia is a thriving seaport that is also noted for its world renowned educational system of colleges and universities. Business is also well established in the fields of health care, government, insurance and international travel and trade.

The district's other counties, Berks, Bucks, Chester, Delaware, Lancaster, Lehigh, Montgomery and Northampton reflect a mixture of settings and cultures; Allentown, Bethlehem and Easton are reaping the benefits of the suburban expansion; Chester, Montgomery and Bucks counties are experiencing growth in residential and business development; and Lancaster county, with its farms and rolling hills, remains home to the Pennsylvania Dutch, farmers, tradesmen and other artisans supplying fresh produce, new home construction, crafts and many other products.

**Philadelphia. The City of Brotherly Love**

## All About the Office

The United States Attorney's Office for the Eastern District of Pennsylvania is one of the largest districts in the country with 130 Assistant United States Attorneys (AUSAs) currently on staff, in addition to many Special Assistant United States Attorneys. There are 105 professional staff positions in the office. The USAO is located at 615 Chestnut Street in downtown Philadelphia, one block from the courthouse and adjacent to the Liberty Bell and Independence Hall. The office is divided into three divisions: Criminal, Civil, and Administration.

## Training and Mentoring

The United States Attorney's Office has two Senior Litigation Counsel in each division and operates year-round training programs for AUSA's with all levels of experience. We hold NITA-Style training for newer AUSAs. Give monthly continuing Legal Education in each division, assign a mentor to each newly-hired AUSA, and encourage AUSAs to attend DOJ's National Advocacy Center or serve as instructors there. Many AUSAs serve as faculty at our six area law schools.

## Criminal Division

The Criminal Division consists of approximately 100 Attorneys. The Criminal Division is divided into eight teams. Each team has a team leader who serves as the specialist in that team's subject matter. Attorneys in the Criminal Division are assigned to teams and focus on the subject of that team. However, all AUSAs may receive all types of cases, depending upon their interest and the needs of the office.

The substantive teams include:

- Organized Crime
- Narcotics
- Financial Institution Fraud and Identity Theft

- Government, Environmental
- Official Corruption
- Firearms
- Violent Crime, Community
- Commercial and Consumer
- Computer Crimes and Identity Crimes
- Asset Forfeiture and Sequestration Program
- Appeals

## Civil Division

The Civil Division provides civil trial counsel for all litigation in the District including medical malpractice, Title VII cases alleging discrimination practices by agencies, and practice include immigration, States or its agencies, findings. The Civil Division handles fraud on government cases here because of pharmaceutical, consumer, Division uses affirmative and injunctive relief affecting the environment. It has recovered and other federal property year named the district the country for prosecution fraud.

## Administrative

The Administrative Division is executing a comprehensive that support the mission. It provides policy and services support, for and administration, management; Human Resources and Systems Support