

## **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.

Please visit [www.justice.gov/legal-careers](http://www.justice.gov/legal-careers)

## **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 \$53,062 to \$138,790 plus 24.59% 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.justice.gov/usao-edpa](http://www.justice.gov/usao-edpa)*

## **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

*U.S. Department of Justice  
United States Attorney's Office  
Eastern District of Pennsylvania*



*William M. McSwain  
United States Attorney*

*Jennifer A. Williams  
First Assistant U.S. Attorney*

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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 farms to mountain towns, 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 communities.

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 Philadelphia office is located one block from the courthouse and adjacent to the Liberty Bell and Independence Hall. The Allentown Branch Office is located in Allentown, PA in the Edward N. Cahn Federal Courthouse. 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 AUSAs 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 105 Attorneys. The Criminal Division is divided into nine 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 matter 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:

- Appeals
- Asset Forfeiture, Victim Witness Program & Financial Litigation
- Economic Crime
- Health Care, Government Fraud & Environmental Crime
- National Security & Cyber Crime
- Narcotics & Organized Crime
- Official Corruption, Tax Fraud & Civil Rights
- White Collar Crime & Terrorism
- Violent Crime & Firearms

## Civil Division

The Civil Division consists of approximately 25 attorneys. It is trial counsel for all federal agencies and their employees in civil litigation in the District. Primary areas of practice are tort, including medical malpractice and Constitutional tort cases, and Title VII cases alleging discrimination in hiring and employment practices by agencies of the United States. Other areas of practice include immigration, bankruptcy, debts owed the United States or its agencies, and judicial review of administrative findings. The Civil Division is a national leader in redressing fraud on government programs. Whistleblowers flock to file cases here because of the district's expertise in health care, pharmaceutical, consumer, and procurement fraud. The Civil Division uses affirmative civil enforcement tools like civil penalty and injunctive relief to enforce a wide variety of federal laws affecting the environment, predatory lending, and drug diversion. It has recovered billions of dollars for Medicare, Medicaid and other federal programs. The Department of Justice this year named the district as one of three special Focus teams in the country for prosecuting pharmaceutical and medical device fraud.

## Administrative Division

The Administrative Division is responsible for planning and executing a comprehensive range of administrative services that support the mission of the United States Attorney's Office. It provides policy and procedural direction, in addition to central services support, for the District in all areas of management and administration, including Acquisitions; Financial Management; Human Resources; Litigation Support; Support Services; and Systems Support.