

Jordan Chambers

Deputy Attorney General III, Civil Litigation

📞 (412) 555-7316

✉️ jordan.chambers@example.com

🌐 linkedin.com/example/jordanchambers

📍 Pittsburgh, PA 15217

STRENGTHS

- 📌 **Case Ownership**
Managed full litigation matters from service through posttrial activity, keeping clients informed and decisions grounded in evidence.
- ♥️ **Legal Writing**
Turned complex constitutional and employment questions into focused briefs, memoranda, pleadings, and recommendations for decision makers.
- 🗣️ **Client Counseling**
Advised agency leaders on risk and strategy. Clear updates helped stakeholders make practical decisions during sensitive disputes.
- 🔍 **Discovery Leadership**
Directed investigations, document review, and e discovery workflows. Colleagues relied on organized records when deadlines tightened.
- 🗣️ **Oral Advocacy**
Prepared witnesses and deposition examinations around case theory. Focused preparation gave litigation teams greater confidence in hearings.

SKILLS

Civil litigation

Federal court practice

Pennsylvania state court

Civil rights Constitutional law

Employment law Legal research

Brief writing Motions practice

Pleadings Discovery E discovery

Depositions Factual investigations

Client counseling

SUMMARY

Civil litigation attorney with six years of progressively responsible experience representing public entities and institutional clients in federal and Pennsylvania state courts. Handles **civil rights**, **constitutional law**, employment disputes, and government operations matters from initial pleadings through discovery, depositions, dispositive motions, trial preparation, posttrial activity, and appellate coordination. Admitted to the Bar of the Supreme Court of Pennsylvania and the **United States District Court**. Directs factual investigations, manages e discovery, advises agency leaders on litigation risk, and develops practical case strategy with clients. Clear **legal writing**, oral advocacy, witness preparation, deadline control, and independent caseload management support sound outcomes in sensitive government litigation. Brings steady judgment and collaborative service that can support effective representation of public clients and state interests.

EXPERIENCE

Senior Assistant Counsel

Allegheny Civic Law Group 📅 October 2024 - Present 📍 Pittsburgh, PA

Leads a portfolio of federal and state civil matters for public sector and institutional clients. Owns strategy, written advocacy, discovery, depositions, investigations, **client counseling**, and coordination with senior and **appellate counsel**.

- Led federal civil matters from responsive **pleadings** through dispositive motions and **trial preparation** for public clients.
- Drafted constitutional, civil rights, and employment briefs using record evidence and controlling Pennsylvania authority.
- Prepared deposition plans for parties, employees, and experts, linking testimony to defenses and disputed facts.
- Directed investigations with client personnel, identifying custodians, records, and witnesses needed for exposure analysis.
- Managed **e discovery** collections and productions, preserving defensible records and meeting court deadlines.
- Counseled **agency leaders** on litigation risk, case decisions, and issues requiring appellate review.

Litigation Attorney

Three Rivers Government Counsel 📅 October 2022 - September 2024 📍 Pittsburgh, PA

Managed **civil litigation** for municipal and public clients in federal and Pennsylvania courts. Controlled case progression, research, discovery, **depositions**, client decisions, witness preparation, settlement evaluation, and filing deadlines across concurrent matters.

- Managed municipal litigation from service through discovery, **motions** practice, settlement evaluation, and hearing preparation.
- Converted constitutional and employment research into concise **briefs**, memoranda, and client recommendations.
- Developed written **discovery** and reviewed productions, using case theories to narrow disputed issues.
- Prepared deposition outlines and exhibits that supported motion practice and trial strategy.
- Worked with client representatives to preserve evidence, prepare witnesses, and implement litigation decisions.
- Maintained case calendars and filing controls across simultaneous matters, protecting deadlines and organized records.

Associate Attorney

Liberty Legal Services 📅 October 2020 - September 2022 📍 Harrisburg, PA

Supported and progressively managed civil disputes involving government operations, employment matters, and constitutional claims. Built independent judgment through research, motion drafting, discovery, witness preparation, hearings, client **communication**, and supervised litigation practice.

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- Senior Assistant Counsel at Allegheny Civic Law Group (2 Years)
- Litigation Attorney at Three Rivers Government Counsel (1.9 Years)
- Associate Attorney at Liberty Legal Services (1.9 Years)

- Supported civil disputes involving government operations, employment matters, and constitutional claims under senior attorney supervision.
- Prepared research memoranda and draft motions using federal and Pennsylvania authorities for active matters.
- Analyzed complaints, records, and investigations to identify defenses, factual gaps, and discovery priorities.
- Drafted interrogatories, production requests, responses, and routine correspondence with accurate filing records.
- Prepared witnesses, deposition materials, and exhibits for hearings and court appearances.
- Reported case status and research findings to supervisors and client contacts, supporting timely escalation decisions.

PROJECTS

Public Sector Civil Litigation Portfolio 📅 2024
Managed coordinated litigation work across public clients, investigators, witnesses, and senior counsel. Clear records and practical updates helped decision makers assess risk and select defensible next steps.

Government Discovery and Deposition Program 📅 2023
Built consistent preparation for written discovery and depositions across municipal matters. Collaboration with client representatives improved evidence preservation, witness readiness, and case focused motion practice.

LEADERSHIP & AWARDS

- Progressed from Associate Attorney to Senior Assistant Counsel through increasing ownership of sensitive civil litigation.
- Trusted to manage complex public sector matters and coordinate senior and appellate counsel on significant issues.
- Recognized through expanded responsibility for agency counseling, investigations, discovery, depositions, and dispositive motion strategy.

EDUCATION

Juris Doctor
Penn State Dickinson Law 🎓 GPA: 0 📅 2020 📍 Carlisle, PA
Coursework: Civil litigation, constitutional law, legal research, trial advocacy

Bachelor of Arts in Political Science
Duquesne University 🎓 GPA: 0 📅 2017 📍 Pittsburgh, PA
Coursework: Government operations, public policy, constitutional studies, legal institutions

CERTIFICATIONS

- Bar of the Supreme Court of Pennsylvania 📅 2020
- United States District Court Admission 📅 2021

TECHNICAL SKILLS

- **Court Practice:** Federal court, Pennsylvania state court, trial proceedings
- **Civil Litigation:** Civil rights, constitutional law, employment law
- **Written Advocacy:** Motions, pleadings, briefs
- **Discovery Practice:** Written discovery, e discovery, production review
- **Deposition Practice:** Party depositions, fact witnesses, expert witnesses
- **Investigation Methods:** Factual investigations, evidence preservation, witness interviews
- **Case Management:** Litigation calendars, filing controls, deadline management
- **Client Counseling:** Agency advising, risk assessment, strategy development
- **Advocacy Support:** Trial preparation, hearings, posttrial motions
- **Legal Research:** Federal authority, Pennsylvania authority, procedural research
- **Appellate Coordination:** Appellate counsel, issue review, posttrial activity

- **Communication Tools:** Case correspondence, client updates, attorney coordination

PROFESSIONAL AFFILIATIONS

- Pennsylvania legal community, professional focus on civil rights, constitutional law, employment disputes, and public sector representation.
- Public sector counsel network, collaborative practice with agency leaders, investigators, senior attorneys, and appellate counsel.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST