



# Deputy Judicial Clerk 3

## (to Judge Wolf)

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Established in 1968, the Commonwealth Court of Pennsylvania is an intermediate appellate court responsible for matters involving state and local governments and appeals from state agencies and the Courts of Common Pleas. The Commonwealth Court is unique as it sits as both an appeals and trial court. You will be joining a distinguished and well-respected organization that provides employees with appropriate compensation, excellent benefits, and opportunities to learn and grow.

The Honorable Judge Wolf is looking for a second level legal professional for work as a career law clerk within his Harrisburg chambers. The interested individual will aid the Judge in researching complex legal issues that are before the court. Outstanding research and writing skills are required.

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<b>Posted:</b>	May 14, 2024	<b>Status:</b>	Full-Time Hire
<b>Department:</b>	Judicial Chambers	<b>Salary:</b>	\$76,536—\$92,219*
<b>Location:</b>	Harrisburg	<b>Commencement:</b>	July 2024

*\*Starting salary will vary depending upon the qualifications and employment history of the selected candidate.*

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### Primary Duties

- Researches legal data pertinent to caseload of judge to which assigned.
  - Reads, analyzes, and interprets lower court record(s), agency briefs, and/or appellate court briefs.
  - Searches for, interprets and applies statutes, court decisions, and other legal authorities on points of law involved in the preparation of legal rulings.
  - Prepares drafts of opinions, orders, and memoranda of law.
  - Proofreads and reviews circulating opinions.
  - Attends court sessions and hearings.
  - Assists other clerks in preparation of preliminary memoranda and opinions.
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### Qualifications

- Graduation from an approved school of law, admission to the bar of the Supreme Court of Pennsylvania; AND
- At least three years of experience as an appellate judicial clerk or three years of progressively responsible legal experience,
- Additional professional legal experience may be substituted for the required experience, at the discretion of the employing judge, subject to approval by the President Judge.
- A satisfactory criminal background check is required.



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## **Additional Preferences / Requirements:**

- Knowledge of the Unified Judicial System of the Commonwealth of Pennsylvania.
  - Knowledge of judicial procedure and rules of practice.
  - Knowledge of the principles, methods, materials, and practices of legal research.
  - Skill in analyzing, appraising, and organizing facts, evidence, and material, and presenting such material in a clear and logical form for oral or written presentation as opinions, memoranda, orders, or decisions.
  - Ability to understand and interpret constitutional provisions, statutes, administrative regulations and precedents.
  - Ability to prepare for judicial approval orders and opinions.
  - Ability to establish and maintain effective working relationships with members of the judiciary, court, and departmental administrators, attorneys, and staff.
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## **Employee Benefits**

- Full medical, dental, and vision benefits begin on first day of employment.
  - Generous annual and sick leave plus thirteen scheduled holidays per year.
  - Retirement plan with the State Employees' Retirement System.
  - Other benefits and full details can be found at [www.pacourts.us](http://www.pacourts.us) under Human Resources
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**Interested individuals should email their resume, cover letter and a writing sample to [CommonwealthCourtJobs@pacourts.us](mailto:CommonwealthCourtJobs@pacourts.us)  
Resumes may be submitted until the position is filled.**

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### **Unified Judicial System Hiring Policy**

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and non-discriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.