

Attorney I – Superior Court of Pennsylvania

Salary: \$55,423, or salary commensurate with experience

This position requires significant research and writing skills for work performed with the Superior Court of Pennsylvania's Central Legal Staff. This individual must possess the ability to work both independently and as part of a statewide team, with the ability to meet deadlines. The attorney will handle criminal-law matters, and work closely with various judicial chambers and Judges. Work is performed under the purview of supervising attorneys in Philadelphia, Harrisburg, and Pittsburgh.

Responsibilities

- Review docketing statements, trial-court dockets, motions (standard and emergency), opinions circulating in Superior Court, and certified records.
- Prepare motions summaries and orders for review by Judges.
- Meet with Judges on weekly basis to discuss motions (some travel may be required).
- Work with statewide team to resolve various issues involving criminal or appellate procedure.
- Assist in research projects requested of Central Legal Staff.
- Assist in various attorney functions in the relevant office, including, but not limited to, working with Superior Court Prothonotary's office to resolve issues pertaining to appeal docket.

Qualifications

J.D. from ABA-accredited law school. Admitted to practice of law before the Supreme Court of Pennsylvania. Significant experience in practice of criminal law highly desired. Familiarity with Pennsylvania Rules of Appellate Procedure and Pennsylvania Rules of Criminal Procedure. Basic Microsoft Word and Excel skills. Prior experience with or before Pennsylvania appellate courts a plus, but not necessary.

Position Available in Superior Court of Pennsylvania, 530 Walnut Street, Suite 311, Philadelphia, Pennsylvania 19106

Commencement of Position – Immediately Available

Applications – Apply by e-mail online at AttorneyPosition@pacourts.us

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 nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.