



Superior Court of Pennsylvania

Position: Attorney I (Civil) **Starting Salary:** \$55,423 - \$65,795
Organization: Superior Court of Pennsylvania **Location:** Philadelphia, Harrisburg, or Pittsburgh
Department: Central Legal Staff **Benefits:** [Link to benefits](#)
Remarks: Starting salary will be determined by the qualifications and employment history of the selected candidate.

Description:

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 matters relating to civil law and work closely with various judicial chambers and Judges.

Typical Duties:

- Review docketing statements, motions (standard and emergency), opinions circulating in Superior Court, and certified records.
- Review trial court dockets thoroughly to determine not only if any jurisdictional issues exist, but any other problems that require attention prior to listing the appeal before a merits panel.
- Prepare summaries and draft orders for review by Motions Judge.
- Prepare summaries, recommendations, and draft orders for review and votes by Motions Panel.
- Assist in research projects requested of Central Legal Staff.
- Work directly with Judges and chambers of the Superior Court of Pennsylvania to resolve various matters involving civil cases.
- Assist in editing team members' work.
- 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.

Minimum Qualifications:

- J.D. from ABA-accredited law school.
- Admitted to practice of law before the Supreme Court of Pennsylvania.

Additional Requirements / Preferences:

- Familiarity with Pennsylvania Rules of Appellate Procedure and Pennsylvania Rules of Civil Procedure.
- Basic Microsoft Word and Excel skills.
- Experience with civil matters desired, but not required.
- Prior experience with or before Pennsylvania appellate courts a plus, but not necessary.

Position Available in Superior Court of Pennsylvania- *Eastern District*, 530 Walnut Street, Suite 311, Philadelphia, Pennsylvania 19106; *Middle District*, Pennsylvania Judicial Center, 601 Commonwealth Ave., Ste. 1600, Harrisburg, PA 17106; *Western District*, 330 Grant St., Ste. 603, Pittsburgh, PA 15219.

How to Apply:

Apply by e-mail online at AttorneyPosition@pacourts.us. Applicants must provide a cover letter and résumé. A list of references and writing sample (fewer than 10 pages) are desirable, but not required.

Commencement Date: April 2022

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, ancestry, religious creed, 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. All hiring policies and

procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.