



Superior Court of Pennsylvania

Position: Attorney I (Clerk)

Starting Salary: \$57,086 - \$67,676

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 writing, research, and analytical skills for work performed with the Superior Court of Pennsylvania's Central Legal Staff. This position will require the ability to work both independently, and within various judicial chambers of the Superior Court, with the ability to meet deadlines. This position requires working closely with multiple Judges and their chambers. Work is performed primarily under the purview of the Chief Staff Attorney-Legal and chambers' chief clerks.

Typical Duties:

- Receive assignments from chambers and plan accordingly to research relevant issues.
- Communicate regularly with chambers and collaborate with multiple judicial clerks.
- Prepare draft memoranda and/or opinions for judicial chambers.
- Complete assignments on or before specific deadlines.
- Accept feedback on memoranda and/or opinion drafts from supervisors and make necessary revisions.
- Assist in research projects requested of Central Legal Staff attorneys.
- Assist in various attorney functions in Central Legal Staff, including, but not limited to, reviewing emergency motions.

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, Pennsylvania Rules of Civil Procedure, and Pennsylvania Rules of Criminal Procedure.
- Basic Microsoft Word and Excel skills.
- Experience in appellate writing.

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: July/August 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.