



Superior Court of Pennsylvania

Position: Attorney I (Children's Fast Track)

Organization: Superior Court of Pennsylvania

Department: Central Legal Staff

Remarks: Starting salary will be determined by the qualifications and employment history of the selected candidate.

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

Location: Philadelphia, Harrisburg, or Pittsburgh

Benefits: [Link to benefits](#)

Description:

This position requires significant writing, research, and analytical skills for work, performed with the Superior Court of Pennsylvania's Central Legal Staff, in the field of family law, specifically Children's Fast Track appeals. This position will require the ability to work both independently and as part of a statewide team, 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 Children's Fast Track Team Supervisor.

Typical Duties:

- Receive assignments in Children's Fast Track appeals, and plan accordingly to research relevant issues.
- Prepare draft memoranda and/or opinions for judicial chambers as assigned in Children's Fast Track appeals under the direction of the Children's Fast Track supervisor.
- Ability to complete assignments on or before specific deadlines, particularly expedited deadlines for Children's Fast Track assignments.
- Review memoranda and/or opinion drafts circulated by Children's Fast Track teammates and provide feedback.
- Accept feedback on memoranda and/or opinion drafts from teammates and make necessary revisions under the guidance of the Children's Fast Track supervisor.
- 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:

- Experience in judicial appellate writing
- Basic Microsoft Word and Excel skills.
- Familiarity with Pennsylvania Rules of Appellate Procedure and Pennsylvania Rules of Civil Procedure.

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 required.

Commencement Date: September 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.