



# Judicial Clerk 2

Supreme Court of Pennsylvania

Starting Salary Range: \$84,709- \$99,785

Location: Harrisburg

Posting Date: 04/05/2023

## Description

This is a career law clerk position for a Justice of the Supreme Court of Pennsylvania.

## Typical Duties

- Researches legal issues and prepares internal reports regarding dispositions of petitions for allowance of appeals, internal memoranda, internal communications, and opinions.
- Assists other clerks in the preparation of internal reports, memorandums, and opinions.
- Reviews circulating opinions of other Supreme Court Justices.
- Assists in training new law clerks and interns.
- Performs related work as required.

## Minimum Qualifications

- Graduation from an approved school of law, admission to the bar of the Supreme Court of Pennsylvania,
- Three years' experience as an appellate judicial clerk.
- Additional professional legal experience may be substituted for the required experience at the discretion of the employing Justice.

## Additional Qualifications/Preferences

- Outstanding legal reasoning and writing skills.
- Knowledge of the unified judicial system of the Commonwealth.
- Knowledge of common law and state and federal law.
- Knowledge of judicial procedures and rules of practice.
- Knowledge of legal research principles, methods, materials, and practices.
- Skill in analyzing, appraising, and organizing facts, evidence, and material, and presenting such material in clear and logical form for oral or written presentation as briefs, 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 on petitions, motions, and appeals.
- Ability to establish and maintain effective working relationships with members of the judiciary, Court, and departmental administrators, attorneys, and staff.
- Satisfactory criminal background check required.

## How to Apply

Candidates interested in applying for this position are requested to submit a cover letter, and resume, along with two legal writing samples, two or more references (names and contact information sufficient), and a law school transcript (unofficial transcripts acceptable) to:

[SupremeCourtJobs@pacourts.us](mailto:SupremeCourtJobs@pacourts.us)

AOPC - Human Resources ● PO Box 61260 ● Harrisburg, Pennsylvania 17106-1260

## **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.