



<b>Position:</b>	<b>Law Clerk</b>	<b>Starting Salary:</b>	<b>\$59,775</b>
Organization:	Commonwealth Court of Pennsylvania	Location:	Harrisburg
Department:	Judicial Chambers	Benefits:	<a href="#">link to benefits</a>
Posting Date:	April 14, 2023	Response Deadline:	open until position is filled

**Description:**

This is professional legal work as a Law Clerk to a Commonwealth Court judge.

**Typical Duties:**

- Legal research pertinent to caseload of judge to which assigned.
- Reads, analyzes, and interprets lower court record(s), agency briefs, and/or appellate court briefs.
- Searches for, interprets and applies statutes, court decisions, and other legal authorities on points of law involved in the preparation of legal rulings.
- Prepares drafts of opinions, orders, and memoranda of law.
- Proofreads and reviews circulating opinions.
- Attends court sessions and hearings.
- Performs related work as required.

**Minimum Qualifications:**

- Graduation from an approved school of law, admission to the Bar of the Supreme Court of Pennsylvania within twelve months of appointment or an equivalent combination of experience and/or training.

**Additional Preferences / Requirements:**

- Knowledge of the unified judicial system of the Commonwealth.
- Knowledge of judicial procedures and rule of practice.
- Knowledge of the principles, methods, materials, and practices of legal research.
- 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 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 filed.
- Ability to establish and maintain effective working relationships with members of the judiciary, court and departmental administrators, attorneys, and associates.
- Law Review preferred, but not required.

**How to Apply:**

Candidates interested in applying for this position are requested to submit via email a resume, transcript (if recent graduate), references, and writing sample, along with a cover letter noting position title to: [CommonwealthCourtJobs@pacourts.us](mailto:CommonwealthCourtJobs@pacourts.us). Resumes will be accepted until the position is filled.

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**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.