



<b>Position:</b>	<b>Deputy Judicial Clerk 3</b>	<b>Starting Salary:</b>	<b>\$75,000 - \$95,000</b>
Organization:	Commonwealth Court of Pennsylvania	Location:	Harrisburg
Department:	Judicial Chambers	Benefits:	<a href="#">link to benefits</a>
Posting Date:	April 12, 2023	Response Deadline:	Open until Filled

*Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate*

#### **Description:**

This is second level professional legal work as a career law clerk to a Commonwealth Court judge.

#### **Typical Duties:**

- Researches legal data 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.
- Assists other clerks in preparation of preliminary memoranda and opinions.
- Performs related work as required.

#### **Minimum Qualifications:**

Graduation from an approved school of law, admission to the bar of the Supreme Court of Pennsylvania; AND  
At least three years of experience as an appellate judicial clerk OR three years of progressively responsible legal experience,  
Additional professional legal experience may be substituted for the required experience, at the discretion of the employing judge,  
subject to the approval of the President Judge.

#### **Additional Preferences / Requirements:**

- Knowledge of the unified judicial system of the Commonwealth.
- Knowledge of judicial procedure and rules 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 a 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.
- Ability to establish and maintain effective working relationships with members of the judiciary, court, and departmental administrators, attorneys, and staff.

#### **How to Apply:**

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