



Attorney 2

Established in 1968, the Commonwealth Court of Pennsylvania is an intermediate appellate court responsible for matters involving state and local governments and appeals from state agencies and the Courts of Common Pleas. You will be joining a distinguished and well-respected organization that provides employees with appropriate compensation, excellent benefits, and opportunities to learn and grow.

The Court is seeking a legal professional to work in a dynamic and fast-paced environment as a staff attorney in the Office of Chief Legal Counsel. The interested individual will assist the Judges with duty week assignments, research complex legal issues, attend court proceedings, and draft orders and opinions. Outstanding research and writing skills are required.

Posted:	April 12, 2023	Status:	Full-Time Hire
Department:	Chief Counsel	Schedule:	Monday—Friday
Location:	Harrisburg	Salary:	\$64,988—\$79,891*

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

Primary Duties

- Assist Judges with duty week assignments, including research and drafting of memos, attending hearings and arguments, and drafting orders and opinions.
 - Prepare draft orders disposing of or addressing court filings, including applications for relief, motions, petitions and status reports for presentation to the duty judge.
 - Proofread circulating opinions.
 - Review, summarize and recommend cases for argument lists.
 - Respond to inquiries from judges, court staff, counsel, and pro se litigants.
 - Perform other duties as directed by the Chief Legal Counsel or the President Judge.
-

Additional Preferences / Requirements:

- Knowledge of the Unified Judicial System of the Commonwealth.
- Knowledge of the principles, methods, materials, and practices of legal research.
- Skill in analyzing, appraising, and organizing facts, evidence, and case law, and presenting such material in a clear and logical form for written presentation as opinions, memoranda or orders, or orally.
- Ability to establish and maintain effective working relationships with Judges, Court staff, the Bar, and the public.



Attorney 2

Qualifications

- Graduation from an approved School of Law; and
 - Possession of certificate of admission to the Bar of the Supreme Court of Pennsylvania; and
 - Minimum of 2 years progressively responsible legal experience (may include internships/externships).
-

Employee Benefits

- Full medical, dental, and vision benefits begin on first day of employment.
 - Generous annual and sick leave plus thirteen scheduled holidays per year.
 - Retirement plan with the State Employees' Retirement System.
 - Other benefits and full details can be found at www.pacourts.us under Human Resources
-

Interested individuals should email their resume, cover letter, references and writing sample of no more than five pages by May 15, 2023 to: Nichole.Smith@pacourts.us.

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 non-discriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.