



Position:	Attorney 2	Starting Salary Range:	\$64,988 - \$79,199
Organization:	Commonwealth Court of Pennsylvania	Location:	Harrisburg
Department:	Chief Counsel	Benefits:	link to benefits
		Posting Date:	December 6, 2022

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

Description:

This is professional legal work in the Office of Chief Legal Counsel.

Typical 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.

Minimum 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).

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 material, 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.

How to Apply:

Candidates interested in applying for this position are requested to submit a resume, references and writing sample of no more than five pages **by January 6, 2023** to:

Commonwealth Court of Pennsylvania OR Nichole.Smith@pacourts.us
Office of Chief Legal Counsel
ATTN: Nichole Smith
PO Box 69185, Suite 2200
Harrisburg, Pennsylvania 17106-9185

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.