

Attorney I – Superior Court of Pennsylvania

Salary: \$56,000-\$66,000, commensurate with experience

This position requires significant research and writing skills for work performed with the Superior Court of Pennsylvania's Central Legal Staff. This individual must possess the ability to work both independently and as part of a statewide team, with the ability to meet deadlines. The attorney will handle matters relating to civil law and/or domestic relations, and work closely with various judicial chambers and Judges.

Responsibilities

- Review docketing statements, motions (standard and emergency), opinions circulating in Superior Court, and certified records.
- Prepare argument summaries and orders for review by Judges.
- Assist in research projects requested of Central Legal Staff.
- Assist in editing team members' work.
- Assist in various attorney functions in the relevant office, including, but not limited to, working with Superior Court Prothonotary's office to resolve issues pertaining to appeal docket.

Qualifications

J.D. from ABA-accredited law school. Admitted to practice of law before the Supreme Court of Pennsylvania. Familiarity with Pennsylvania Rules of Appellate Procedure and Pennsylvania Rules of Civil Procedure. Experience with domestic-relations matters desired, but not required. Basic Microsoft Word and Excel skills. Prior experience with or before Pennsylvania appellate courts a plus, but not necessary.

Position Available in Superior Court of Pennsylvania- *Eastern District*, 530 Walnut Street, Suite 311, Philadelphia, Pennsylvania 19106; *Middle District*, Pennsylvania Judicial Center, 601 Commonwealth Ave., Ste. 1600, Harrisburg, PA 17106; *Western District*, 330 Grant St., Ste. 603, Pittsburgh, PA 15219.

Commencement of Position – Immediately Available

Applications – Apply by e-mail online at AttorneyPosition@pacourts.us. Applicants must provide a cover letter and résumé. A list of references and writing sample (fewer than 10 pages) are desirable, but not required.

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.