



<b>Position:</b>	<b>Attorney 1</b>	<b>Salary Range:</b>	<b>\$52,612 - \$62,373</b>
Organization:	Commonwealth Court of Pennsylvania	Location:	Harrisburg
Department:	Prothonotary	Category:	Professional
		Posting Date:	July 3, 2018

**Description:**

This is entry level professional legal work in the Prothonotary's Office

**Typical Duties:**

- Review, research and drafting of orders, memos, opinions, etc.
- Assist multiple judges with duty week assignments
- Proofread proposed opinions
- Review, summarize and recommend cases for assignment
- Respond to inquiries from judges, court staff, counsel and pro se litigants.
- Perform other duties as directed by the Prothonotary 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 three years of progressively responsible legal experience

**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 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.
- Judicial clerkship or trial court experience

**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 July 16, 2018** to:

Commonwealth Court of Pennsylvania OR [Nichole.Smith@pacourts.us](mailto:Nichole.Smith@pacourts.us)  
Office of the Prothonotary  
ATTN: Nichole Smith  
PO Box 69185, Suite 2200  
Harrisburg, Pennsylvania 17106-9185

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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. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.