

**Position:** Judicial Law Clerk  
**Starting Salary Range:** To be determined based on experience  
**Commencement date:** 3/1/19

**Organization:** Superior Court of Pennsylvania  
**Department:** Chambers of Hon. Alice Beck Dubow  
**Location:** 530 Walnut Street, Philadelphia, PA

**Description:** This position involves legal research, legal analysis, and the drafting of memoranda, opinions, and other dispositions of issues raised on appeal before the Superior Court of Pennsylvania.

**Typical Duties:**

- Review appellate briefs, certified records, court dockets;
- Research and analyze issues raised on appeal;
- Draft memoranda, opinions, and orders, as assigned.

**Minimum Qualifications:**

- J.D. from accredited U.S. Law School;
- At least three years of prior in-chambers clerkship experience;
- An ability to synthesize large amounts of information into relevant parts, analyze with reference to relevant legal concepts, and present in a concise written document.

**Addition Requirements/Preferences:**

- Knowledge of appellate court procedures and practices;
- Intellectual curiosity and flexibility;
- Ability to work both independently and collaboratively;
- Ability to develop and maintain effective work relationships;
- Experience with computerized case management systems and latest version of Microsoft word.

**How to Apply:** Candidates interested in applying should submit a resume, cover letter, and writing sample to [amy.keane@pacourts.us](mailto:amy.keane@pacourts.us).

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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.