

Appellate Law Clerk

This employee serves as a law clerk to Judge Mary Jane Bowes of the Superior Court of Pennsylvania.

Candidate must have proven research and writing skills and ability to:

- Research legal data pertinent to caseload of judge
- Read, analyze, and interpret lower court records, and appellate court briefs
- Search, interpret, and apply statutes, court decisions, and other legal authorities on points of law involved in the preparation of legal rulings
- Prepare drafts of opinions
- Proofread and review circulating opinions of other appellate court judges

Candidate must also possess:

- Ability to understand and interpret constitutional provisions, statutes, and precedents
- Ability to prepare orders and opinions on petitions, motions, and appeals
- Ability to establish and maintain effective working relationships with members of the judiciary, court and departmental administrators, attorneys, and associates

The position also involves administrative responsibilities, such as tracking judicial votes, drafting orders, and filing dispositions. Candidate must be licensed to practice law in Pennsylvania or attain admission to the Bar of the Supreme Court of Pennsylvania within twelve months of the date of hire. The position is effective for an initial period of one year.

Send or Email resume, cover letter, and writing sample to:

Michael Payne, Esq.
Chief Law Clerk to Judge Mary Jane Bowes
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