



Superior Court of Pennsylvania

Appellate Law Clerk

This full-time position serving as a law clerk to the Honorable Mary Jane Bowes of the Superior Court of Pennsylvania requires outstanding research and writing skills. It is effective for an initial period of one year.

Starting Salary Range: \$64,646– \$76,839

- Unified Judicial System Employment [Benefits](#), including medical, dental, and vision benefits that commence on first day of employment.

Candidates must have excellent oral and written communication skills, a thorough knowledge of legal reference materials, research techniques, legal writing styles, and legal citations.

The minimum qualifications include the proven ability to:

- Discern, analyze, and apply pertinent legal authorities;
- Review trial court records and appellate briefs;
- Recommend appropriate dispositions;
- Draft logical, articulate, and persuasive dispositive memoranda and opinions utilizing the form and style required by Judge Bowes;
- Proofread and review writings of appellate court judges;
- Satisfy deadlines;
- Attend oral argument sessions and perform related work as required; and
- Establish and maintain effective working relationships with members of the judiciary and departmental administrators.

Candidates 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. Satisfactory criminal background check required.

To apply by email, submit résumé, cover letter, two professional references, and writing sample to JudgeBowesClerkship@pacourts.us. Or mail the documents to:

Michael Payne, Esq.
Chief Law Clerk to Judge Mary Jane Bowes
310 Grant Street, Suite 2600
Pittsburgh, PA 15219

The position commences in Spring 2024, and application materials may be submitted until the position is filled.

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.