

# Attorney 1 (CFT)



Starting Salary Range: \$58,799 - \$77,449  
Department: Central Legal Staff  
Location: Philadelphia  
Posting Date: 2/1/2024  
Benefits: [Link to Benefits](#)

## Description

This position involves writing dispositive memoranda and/or opinion drafts for multiple judges of the Superior Court of Pennsylvania in appeals from orders and/or decrees in adoption, dependency, termination of parental rights, paternity, and child custody cases, which are designated as *Children's Fast Track* cases. This position requires writing, research, and analytical skills. It requires meeting expedited deadlines and working independently as well as on a statewide team. Appellate clerkship experience necessary.

## Typical Duties

- ✓ Read appellate briefs and certified records and analyze evidence pertaining to the legal issues raised in assigned appeals.
- ✓ Research legal issues raised in assigned appeals.
- ✓ Prepare timely written dispositive memoranda and/or opinion drafts in assigned appeals.
- ✓ Accept constructive criticism from the Children's Fast Track program supervisor and all teammates.
- ✓ Provide constructive criticism to written dispositive memoranda and/or opinion drafts prepared by Children's Fast Track program teammates.
- ✓ Perform related work as required of the Children's Fast Track program and requested by the Chief Staff Attorneys.

## Minimum Qualifications

- ✓ J.D. from ABA-accredited law school.
- ✓ Admitted to and in active standing with the practice of law before the Supreme Court of Pennsylvania.

## Additional Qualifications/Preferences

- ✓ Appellate clerkship experience.
- ✓ Ability to maintain a high level of integrity in the performance of job duties.
- ✓ Proficiency with Microsoft Office applications (Word, Excel, and Outlook).
- ✓ Satisfactory criminal background check required.

## How to Apply

- ✓ Apply by e-mail online at [AttorneyPosition@pacourts.us](mailto: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.
- ✓ Commencement Date: February 2024

## **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.*