



# Attorney 1 (Civil)

Starting Salary Range: \$60,563- \$79,773  
Department: Central Legal Staff  
Location: Philadelphia or Pittsburgh  
Posting Date: 8/1/2025  
Benefits: [Link to Benefits](#)

## Description

This position requires significant research and writing skills for work performed with the Superior Court of Pennsylvania's Central Legal Staff. This individual must possess the ability to work both independently and as part of a statewide team, with the ability to meet deadlines. The attorney will handle matters relating to civil law and work closely with various judicial chambers and Judges. The primary location for this position will be in Philadelphia or Pittsburgh. Opportunity for hybrid work schedule after first 6 months of employment.

## Typical Duties

- ✓ Review docketing statements, motions (standard and emergency), opinions circulating in Superior Court, and certified records.
- ✓ Review trial court dockets thoroughly to determine not only if any jurisdictional issues exist, but any other problems that require attention prior to listing the appeal before a merits panel.
- ✓ Prepare summaries and draft orders for review by Motions Judge.
- ✓ Prepare summaries, recommendations, and draft orders for review and votes by Motions Panel.
- ✓ Assist in research projects requested of Central Legal Staff.
- ✓ Work directly with Judges and chambers of the Superior Court of Pennsylvania to resolve various matters involving civil cases.
- ✓ Assist in editing team members' work.
- ✓ Assist in various attorney functions in the relevant office, including, but not limited to, working with Superior Court Prothonotary's office to resolve issues pertaining to appeal docket.
- ✓ Perform related work as required.

## 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

- ✓ Familiarity with Pennsylvania Rules of Appellate Procedure and Pennsylvania Rules of Civil Procedure.
- ✓ Experience with civil matters desired, but not required.
- ✓ Prior experience with or before Pennsylvania appellate courts is desired, but not required.
- ✓ Proficiency with Microsoft Office applications (Word, Excel, and Outlook)
- ✓ Ability to maintain a high level of integrity in the performance of job duties.
- ✓ Satisfactory criminal background check required.

## Job Highlights

- ✓ Excellent benefits program, including comprehensive, low-cost medical, dental, vision, and prescription plans for employees and eligible family members beginning on the first day of employment.
- ✓ 13 paid holidays, 12 paid sick days, and 12+ paid vacation days per year.
- ✓ Salary increases, student loan forgiveness plans, employee assistance programs, and State retirement plans.
- ✓ Telework may be available up to 2 days per week after training.

## How to Apply

- ✓ Candidates interested in applying should apply through the Workday website [Careers \(myworkdayjobs.com\)](https://myworkdayjobs.com). Please submit a resume and cover letter. A list of references and writing sample (fewer than 10 pages) are desirable, but not required.
- ✓ Commencement Date: The start date for this position is flexible.

## 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.*

