



Judicial Law Clerk

Starting Salary Range:	\$66,585-\$79,144 (salary based on qualifications and employment history)
Department:	Chambers of the Honorable Carolyn H. Nichols
Location:	Bala Cynwyd (hybrid office/remote)
Posting Date:	11/13/2025
Benefits:	Link to Benefits

Description

This position requires legal research, legal analysis, and drafting memoranda, opinions, and other dispositions of issues raised before the Superior Court of Pennsylvania. The work hours and office schedule for this position are flexible - employees are welcome to work full-time in chambers or utilize a hybrid in-office/remote schedule. We encourage all interested new applicants and prior applicants who have passed the Pennsylvania Bar Exam to apply.

Typical Duties

- ✓ Review appellate briefs, certified records, and court dockets.
- ✓ Research legal and procedural issues presented on appeal.
- ✓ Draft memoranda, opinions, orders, and bench memos as assigned.
- ✓ Perform related work as required.

Minimum Qualifications

- ✓ J.D. from accredited U.S. Law School.
- ✓ 1-2 years' legal experience with extensive writing, preferably in appellate law.
- ✓ Admission, in good standing, to the Bar of the Supreme Court of Pennsylvania.
- ✓ Prior clerkship experience helpful.
- ✓ Satisfactory criminal background check required.

Additional Qualifications/Preferences

- ✓ Intellectual curiosity and flexibility.
- ✓ Ability to synthesize large amounts of information into relevant parts, analyze with reference to relevant legal concepts, and present in a concise written document.
- ✓ Ability to work both independently and collaboratively.
- ✓ Ability to develop and maintain effective work relationships.
- ✓ Experience with latest version of Microsoft word.

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 at the discretion of the employing judge.

How to Apply

- ✓ Candidates interested in applying should apply through the Workday website [Careers \(myworkdayjobs.com\)](https://myworkdayjobs.com). Please submit a resume, cover letter, a list of references and a writing sample.
- ✓ Commencement Date: January 2026

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.