



# Attorney 3 (District Operations Supervisor)

Starting Salary Range: \$80,606-\$105,382  
Department: Central Legal Staff  
Location: Harrisburg, or Pittsburgh  
Posting Date: 1/21/26  
Benefits: [Link to Benefits](#)

## Description

The District Operations Supervisor is an experienced attorney who is also responsible for the day-to-day administration of Central Legal Staff's office in the district. An individual in this position reports to the Chief Staff Attorney – Operations. In addition to performing the work of an attorney, the Operations Supervisor should be able to provide informed and logical advice to the Chief Staff Attorney – Operations on all matters concerning personnel and operations in that District.

### Typical Duties

- ✓ The District Operations Supervisor is first and foremost an attorney. This attorney will maintain a full caseload in a substantive area of law such as civil or criminal. The attorney will be assigned to a specialized team of other lawyers in that area but may also be asked to assist other teams as needed. The attorney is responsible for drafting screening memorandums, orders, panel memorandums, and performing legal research. Further, the attorney will review and analyze all types of filings by parties in order to correctly assess the nature of the appeal. This attorney will have sufficient legal experience to serve as a resource for less-experienced attorneys and be able to answer questions from Superior Court judges about legal topics.
- ✓ In addition to performing the duties of an attorney, this person will also supervise daily CLS operations of the district office (e.g., monitor attendance and approve leave requests prior to Team Supervisor's approval of requests in Workday; be point of contact regarding building maintenance issues; approve office supply orders; approve invoices and submit them to Accounts Payable).
- ✓ The District Operations Supervisor supports the Chief Staff Attorney – Operations by helping enforce Court policies and procedures applicable to Central Legal Staff employees (e.g., attendance, conduct, dress code), communicate disciplinary issues to Chief Staff Attorney – Operations, and when necessary, participate in investigations and disciplinary proceedings for all Central Legal Staff employees in the district and monitor their compliance with directives.
- ✓ The District Operations Supervisor participates in interviews for staff openings, conducts orientation/onboarding, and ensures completion of all necessary paperwork for hiring and resignation of Central Legal Staff employees in the district.
- ✓ The District Operations Supervisor meets monthly with Central Legal Staff employees in the district and serves as a liaison between staff and Chief Staff Attorney – Operations.
- ✓ The District Operations Supervisor disseminates information from Court department heads to staff.
- ✓ The District Operations Supervisor performs related work as required by Chief Staff Attorney – Operations and Chief Staff Attorney - Legal.

### 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 or Criminal Procedure required.
- ✓ Prior supervisory experience preferred.
- ✓ Experience with civil or criminal matters preferred.
- ✓ Prior experience with or before Pennsylvania appellate courts preferred.
- ✓ Proficiency with Microsoft Office applications (Word, Excel, Teams, and Outlook) required.
- ✓ Ability to maintain a high level of integrity in the performance of job duties required.
- ✓ 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://careers.myworkdayjobs.com). Please submit a resume, cover letter, and list of references. A writing sample (fewer than 10 pages) is desirable, but not required.
- ✓ Commencement Date: March 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.*