

Attorney & Operations Supervisor – Superior Court

The Attorney & Operations Supervisor is an experienced attorney responsible for the daily administration of the Superior Court's Central Legal Staff's office. This position reports to the Chief Staff Attorney. In addition to fulfilling the role of attorney, the Operations Supervisor provides informed and logical advice to the Chief Staff Attorney on all matters related to personnel and operations.

This is a state-level position with a 35-hour work week, 13 paid holidays, and 2 telework days per week after a training period.

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.

Typical Duties

- Responsible for handling a full caseload in a specific area of law, such as civil or criminal law. This attorney will be part of a specialized team of lawyers in that field, but may also be called upon to assist other teams as needed.
- Attorney's duties include drafting screening memorandums, orders, panel memorandums and conducting legal research. Additionally, the attorney will review and analyze various filings from parties to accurately assess the nature of appeals. Serves as a resource for less-experienced colleagues and be capable of answering questions from Superior Court judges regarding legal topics.
- Supervises daily Central Legal Staff of the Superior Court's Harrisburg office.
- 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.
- 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

- Acts as a liaison between staff and Chief Staff Attorney.
- Performs related work as required by 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

- ✓ 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.

Starting Salary Range:

\$80,606-\$105,382

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, and list of references. A writing sample (fewer than 10 pages) is desirable, but not required.
- ✓ Commencement Date: March 2026