



Deputy Judicial Clerk

Starting Salary Range:	\$80,606-\$105,382
Department:	Chambers of the Honorable Timika Lane
Location:	Bala Cynwyd, PA
Posting Date:	4/13/2026
Benefits:	Link to Benefits

Description

This is second level professional legal work as a career law clerk to a Judge of the Superior Court. This is professional legal work that may involve supervision of law clerks and interns.

Typical Duties

- ✓ Assist in research, preparation and editing of judicial opinions.
- ✓ Assist other clerks in preparation of preliminary memoranda and opinions.
- ✓ Proofread and review circulating opinions of other Superior Court Judges.
- ✓ Assist in training of new law clerks.
- ✓ Assist in training and overseeing the work and progress of interns.
- ✓ Perform related work as required.

Minimum Qualifications

- ✓ J.D. from accredited U.S. Law School.
- ✓ Appellate experience preferred.
- ✓ Two to three years of progressively responsible legal experience, with some experience in highly responsible and complex appellate work, or any equivalent combination of experience and training.
- ✓ Admission to and in active standing, to the Bar of the Supreme Court of Pennsylvania.
- ✓ Prior clerkship experience preferred.
- ✓ 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.
- ✓ Strong writing skills.

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.
- ✓ Healthcare flexible spending account.
- ✓ 6 weeks paid parental leave for eligible employees.
- ✓ Telework may be available at the discretion of Judge Lane.

How to Apply

- ✓ Candidates interested in applying should apply through the Workday website [Search for Jobs](#). Please submit a resume, cover letter, a list of references and a writing sample.
- ✓ Commencement Date: May 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.