



Judicial Clerk 3 (Chief Clerk)

Starting Salary Range:	\$91,890-\$119,946
Department:	Chambers of the Honorable Carolyn H. Nichols
Location:	Bala Cynwyd (hybrid office/remote)
Posting Date:	7/6/2026
Benefits:	Link to Benefits

Description

This is professional legal work of a supervisory nature. An employee in this classification serves at the will of their employing Judge and serves as chief judicial clerk of a small, appellate judicial office having a considerable volume of legal work which includes analyzing, researching and writing Memoranda and Opinions of more than ordinary complexity.

Work may involve, under direct supervision of the Judge, managing the judicial office, assuring the distribution and assignments of cases, reviewing all memos and opinions prepared by the other clerks, and received from other offices, consulting with other court offices on interpretation or conflicts in circulated memos and Opinions, and assuring timely votes and recording of votes on circulated cases. Work often involves the supervision of a number of subordinate attorneys, secretarial staff and summer interns. This work may include the assignment and review of work, the evaluation of employee performance and the development of staff.

Typical Duties

- ✓ Assist in research, preparation and editing of Opinions written by the Judge.
- ✓ Assist other clerks in preparation of preliminary Memoranda/Opinions.
- ✓ Develop, through individual and group conferences, the efficiency and skill of subordinate law clerks and summer interns.
- ✓ Act as liaison for questions/comments regarding cases from other chambers, Central Legal Staff or Prothonotary.
- ✓ Review and make recommendations on all miscellaneous docket motions, i.e. petitions for interlocutory appeal; petitions for review.
- ✓ Review and make recommendations on motions/petitions submitted on panel/En Banc cases. Call or write to presiding judge with vote.
- ✓ Receive from secretary all Memoranda/Opinions in circulation. Maintain a running list of cases and due dates. Retain for personal review cases of special importance to judge and cases in which Memorandum/Opinion has been revised after vote. Delegate responsibility for review of other cases to law clerks. Receive cases back from clerks in ample time for presentation to judge for voting. Verify that votes are sent out on time, record date of mailing on running case list. Maintain, monitor and supervise a constant review of in-chamber cases and circulated cases to ensure currency and accountability.
- ✓ Oversee the training of new staff and summer interns.
- ✓ Perform related work as required.

Minimum Qualifications

- ✓ J.D. from accredited U.S. Law School.
- ✓ 3-5 years' legal experience with extensive writing, preferably in appellate law.

- ✓ Admission, in good standing, to the Bar of the Supreme Court of Pennsylvania.
- ✓ Satisfactory criminal background check required.

Additional Qualifications/Preferences

- ✓ Prior clerkship and supervisory experience preferred.
- ✓ Proficiency with Microsoft Office applications (Word, Excel, Teams, and Outlook).
- ✓ 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.
- ✓ Ability to maintain a high level of integrity in the performance of job duties.
- ✓

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 Judge Nichols.
- ✓ Healthcare flexible spending account.
- ✓ 6 weeks paid parental leave for eligible employees.

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: July/August 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.