



# Judicial Law Clerk

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|------------------------|---------------------------------------------------------------------------|
| Starting Salary Range: | \$68,083-\$80,925 (salary based on qualifications and employment history) |
| Department:            | Chambers of the Honorable Kate Ford Elliott                               |
| Location:              | Philadelphia, PA                                                          |
| Posting Date:          | 7/23/2026                                                                 |
| Benefits:              | <a href="#">Link to Benefits</a>                                          |

## Description

This position requires legal research, legal analysis, and drafting memoranda, opinions, and other dispositions of issues raised before the Superior Court of Pennsylvania.

## Typical Duties

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

## Minimum Qualifications

- ✓ Admission and in good standing to the Bar of the Supreme Court of Pennsylvania.
- ✓ J.D. from accredited U.S. Law School.
- ✓ Satisfactory criminal background check required.

## Additional Qualifications/Preferences

- ✓ Ability to synthesize large amounts of information into relevant parts, analyze with reference to relevant legal concepts, and present in a concise written document.
- ✓ Intellectual curiosity and flexibility.
- ✓ 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.
- ✓ Appellate experience or prior clerkship experience preferred.

## 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 Ford Elliott.
- ✓ 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 \(myworkdayjobs.com\)](#). Please submit a resume, cover letter, a list of references and a writing sample.
- ✓ Commencement Date: September/October 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.*