

**Department:** Legal**Salary:** \$74,307 - \$87,629**Location:** Harrisburg, Pennsylvania

Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

## Description

This position involves carrying out complex legal work with a focus on procurement contracts, leases, and legislative affairs. The attorney in this role works closely with senior staff to manage the legal department's core functions in the legislative arena. They also handle independent duties in the three specialty areas and may interact with various groups, including judicial officers, legislators, senior counsel, and outside organizations.

### Typical Duties

- Reviews and negotiates the terms and conditions of contracts for goods and services required by different departments. Prepares the terms of awarded contracts and represents the legal departments in procurement matters. Most of the work is centered around negotiating and documenting the terms of contracts in the IT arena. Collaborates with senior counsel to manage these responsibilities.
- Assists with the leasing portfolio for the Pennsylvania Appellate Courts, AOPC, and various boards and agencies of the Supreme Court of Pennsylvania. Works closely with senior counsel, justices, judges, executive directors, and administrators. Negotiates leases that comply with requirements and reviews leasing terms and conditions. Collaborates with leasing agents, property managers, and brokers to ensure proper compliance with deadlines and requirements.
- Works with the procurement staff, responding to inquiries submitted by vendors of various goods and services regarding AOPC'S standard contractual terms and conditions.
- Performs legal review of memorandums of understanding with other branches of government including documents pertaining to security and maintenance at Unified Judicial System facilities such as the Pennsylvania Judicial Center.
- Analyzes legal documents and makes recommendations that support best business practices, adhere to established policies and guidelines, and have solid legal standing.
- Administers notices and advisories to president judges about election-day responsibilities and handles other election-related inquiries and matters when needed.
- Assists the Director of Legislative Affairs with legal and logistical support in the execution of legislative strategies for the judiciary as a branch of government.
- Assists the Director of Legislative Affairs in monitoring the legislative process, including reviewing and analyzing introduced legislation and identifying impacts on the judiciary, attending legislative committee hearings and meetings of interest, and when necessary, staffing meetings with legislators and legislative staff. Provides counsel on legislation impacting the judiciary, including written analysis and the crafting of responses to it.
- Periodically provides staff support to special projects related to legislation and legislative relations.
- Handles special legal and legislative-related projects as assigned.
- Researches relevant areas of law and legislation using electronic and traditional research methods. Studies advance sheets, digests, newsletters, and legislative materials to keep apprised of relevant case law.
- Assists counsel in the IT Section of the Legal Department, on an as-needed basis, on various projects, including but not limited to responding to legal issues related to one of the statewide applications supported by the IT Department and attendance of meetings.

### Minimum Qualifications:

- Graduation from an ABA-approved school of law, admission to and in good standing before the Bar of the Supreme Court of Pennsylvania, PLUS
- Three years of progressively responsible experience in professional legal work, with some experience in highly responsible and complex professional legal work.

### Additional Requirements / Preferences:

- Skill in analyzing and drafting legal documents and proposed legislation.
- Ability to communicate effectively and maintain professional working relationships.
- Knowledge of state and federal laws, particularly regarding judicial administration.
- Satisfactory criminal background check required.

### How to Apply:

Apply online at [www.pacourts.us/judicial-administration/human-resources/job-openings/](http://www.pacourts.us/judicial-administration/human-resources/job-openings/).

#### 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.*