

Description & Department Profile

As part of the AOPC Legal Department's Litigation Section, the Associate Attorney is responsible for providing legal representation to judges, district court administrators, and other judicial officials and agencies when they face legal action related to their official duties. They will work independently with sound judgment and discretion, serving as "second chair" in high-profile or highly complex cases.

The Legal Department, with offices in Harrisburg, Philadelphia, and Pittsburgh, offers advice and counsel to the PA Supreme Court, state court administrators, judges, and UJS personnel on legal, administrative, and policy matters. The Litigation Unit represents Pennsylvania court entities, judges, and state-paid court personnel in litigation matters, predominantly in federal court, often testing state court sovereignty under the federal constitution. They aim to prevent litigation whenever possible through advice but do not provide representation in criminal or disciplinary actions.

◆ Typical Duties

- Formulates a case theory, conducts interviews with clients and witnesses, and offers guidance to clients.
- Drafts responses to legal actions, including drafting motions to dismiss, preliminary objections, motions for summary judgment, motions to quash, and memoranda of law.
- Researches relevant areas of law using research tools such as Lexis, Westlaw, and other relevant resources.
- Submits and responds to discovery requests.
- Deposes opposing parties, witnesses, and experts; prepares clients for and defends depositions.
- Argues motions in federal and state court.
- Drafts appellate court briefs for federal and state cases and presents oral arguments.
- Responds to employment discrimination complaints; compiles documentation and advises clients on employment law issues.
- Prepares witnesses for trial in federal and state courts; files pretrial memoranda; conducts voir dire; prepares proposed jury instructions; proposes findings of fact and conclusions of law, motions in limine, and memoranda of law.
- Conducts trials, as well as post-trial motions.
- Negotiates and finalizes settlements; participates in Alternative Dispute Resolution.
- Review advance sheets, digests, and newsletters to stay current in substantive and procedural law.

◆ Minimum Qualifications

- Graduation from an ABA-approved law school. Admission to and in good standing before the Bar of the Supreme Court of Pennsylvania.
- Two years of professional legal experience.

◆ Additional Qualifications/Preferences

- Some employment law experience, particularly with federal anti-discrimination laws preferred.
- Some litigation experience in the federal courts, including civil rights, constitutional law, and employment law cases preferred.
- Excellent oral and written communication skills are required.
- Occasional overnight travel may be required.
- A satisfactory criminal background check is required.

◆ How to Apply

Apply online at 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.