

Department: Legal
Location: Harrisburg

Salary: \$76,536- \$90,257
Post Date: 11/16/2023

Department Profile

The Litigation Attorney performs professional legal work in the Litigation Section of the AOPC Legal Department and is responsible for providing legal representation for judges, district court administrators, and other judicial officials and agencies when facing legal action related to their official duties.

◆ Typical Duties

- Develops a case theory, interviews clients and witnesses, and advises litigation clients.
- Drafts responses to suits, such as motions to dismiss, answers and affirmative defenses, motions for summary judgment, preliminary objections, motions to quash, and memoranda of law.
- Researches relevant areas of law using electronic and traditional research tools.
- Propounds and responds to discovery requests.
- Deposes opposing parties and prepares clients for and defends depositions.
- Negotiates and finalizes settlements and participates in mediation.
- Argues motions in state and federal court.
- Drafts Third Circuit and state appellate court briefs and presents oral arguments.
- Responds to complaints before federal and state agencies (i.e., EEOC, DOJ, Court of Claims, Unemployment Compensation), including investigating claims and compiling documentation.
- Advises clients on various issues, including employment issues, to prevent litigation.
- Responds to subpoenas for documents or testimony, filing motions to quash where appropriate.
- Prepares and presents conference and seminar programs for clients and others.

◆ Minimum Qualifications

- Graduation from an ABA-approved law school. 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 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.