Description

The Judicial Law Clerk performs legal research and prepares draft legal documents for a Court of Common Pleas Judge. This position attends court sessions and researches, interprets, and analyzes statutes and court precedents on specific issues before the Court.

Typical Duties

➢ Attend court sessions, i.e., pre-trial conferences, hearings, and trials; observe oral arguments; assist the Judge in taking notes as needed; confer with the Judge on recent legislation and decisions having a bearing on present pending cases.

➢ Research, interpret and analyze statutes and court precedent on specific questions brought before the Court.

➢ Draft Orders, Opinions and Memoranda as directed by the Judge; recommend appropriate disposition to the Judge.

➢ Retrieve files, answer phones, and perform any other related office duties, as needed by the Judge and his/her staff.

Minimum Qualifications

➢ Completion of a Juris Doctor (JD) Degree and successfully passing the Pennsylvania Bar Examination or accepted equivalent examination within six months of hire.

➢ Comprehensive knowledge of Pennsylvania civil and criminal law, court procedures, and rules of evidence.

➢ Thorough knowledge of legal reference materials, research techniques, and legal writing styles including legal citations.

➢ Ability to analyze facts and the law.

➢ Ability to write in a logical and coherent form in the style requested by the Judge.

➢ Ability to maintain accurate and well-organized court calendars and work assignment lists.

➢ Ability to use research software including Lexis and Westlaw.

➢ Ability to establish effective working relationships with the Judge, the Judge's staff, other Court members and their staff and other Court personnel.

How to Apply

Mary S. Timpany, Esq., District Court Administrator

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