



Court of Common Pleas - 19th Judicial District of Pennsylvania
ADMINISTRATIVE OFFICE OF YORK COUNTY COURTS

York County Judicial Center
45 North George Street
York, Pennsylvania 17401
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www.YorkCountyPa.gov

DISTRICT COURT ADMINISTRATOR
Paul O. Crouse

DEPUTY COURT ADMINISTRATORS
Jennifer L. Menges
April J. Billet-Barclay
Megan M. Dietz
Kyle M. Benser
Billa R. Jamison
Scott E. Lavis
Yorlency Remigio

PRESIDENT JUDGE
Honorable Maria Musti Cook

POSITION OPENING

Judicial Law Clerk- Civil Division

Summary:

Judicial Law Clerks provides assistance to a Judge in researching issues before the court and in writing opinions, as well as assist the Judge in making legal determinations. A Judicial Law Clerk Should be influential in the formation of case law through their influence on Judges' decisions. Judicial Law Clerks work in compliance with the rules of the Courts' procedures in the Criminal, Civil, Family, Juvenile, and Orphans' Court Divisions.

ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES:

- Research and composition of Opinions and Orders.
- Compose Opinions and Orders and assigned Motions.
- Compose Pre-Trial Orders.
- Compose Miscellaneous Orders.
- Compose Opinions and Orders for Appeals.
- Read Opinions generated from York County Bench.
- Read Decisions generated from the Superior and Supreme Court.
- Answer phone calls/questions.
- Track case and motion activity.
- Assist Judge with administrative duties; correspondence, phone calls, and drafting letters/administrative orders.
- Assist Judge in preparing for Trials.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Juris Doctor Degree from an accredited school.
- Ability to conduct legal research both manual and on a computer.
- Ability to respond and produce work product for the supervising Judge in an expedient and efficient manner.
- Whether in person or by telephone, required to interact with the public, other departments, offices, and co-workers in a congenial, efficient and responsible manner.

Starting salary is \$46,586.32

Please submit your resume and writing sample to:

Court Administration

Billa R. Jamison, Deputy Court Administrator, Human Resources

BRJamison@YorkCountyPA.gov

Deadline to apply is September 10, 2021.