



**Court Administration
for Warren and Forest Counties
37th Judicial District of Pennsylvania**

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POSITION OPENING

October 5, 2021

Job Title: Judicial Law Clerk (Warren County)

Status: Full-time with benefits (40 hours per week) Non-Union

Starting Salary: \$46,929.22 annually

Qualification: Must hold a law degree from an accredited school of law and must have a demonstrated skill and experience in legal research and writing.

Objective:

Assists Judges in legal research and preparation of legal drafts. Briefs Judges regarding documents and files; communicates with attorneys and their staffs.

Requirements and Responsibilities:

The essential functions of the position include but are not limited to the following:

This is a professional position held by a person who has a Juris Doctorate degree from an accredited law school. The work is performed under the administrative direction of the Judges.

Reports Prepared:

The law clerk will conduct legal research and compile drafts of legal memoranda, opinions and orders; and will perform any other tasks required or requested to assist the Judges.

Interface:

Must positively interface with the Judges and immediate Court staff, with other court-related offices within the county system, and with attorneys and their staff personnel.

Interested persons may submit an application or resume to Jessica Arnold, Court Administrator, Warren County Courthouse, 204 Fourth Avenue Warren, PA 16365 jarnold@warrencountypa.gov (814) 728-3531. Resumes will be received until the position is filled.

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 non-discriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.

Applicants requiring accommodation, for any part of the application and/or interview process, should contact Jessica Arnold at (814) 728-3531.