



November 8, 2021

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

LAW CLERK

PC #04

Position Overview

Department:

Court Administration
Courthouse, 2nd Floor
102 South Allegheny Street
Bellefonte, PA 16823
President Judge Pamela Ruest

Base Pay:

Salary Grade: N-16
\$20.19—\$22.73/hour
Non-Exempt

Shift Available:

Full—Time (37.5 Hours)
8:30 a.m.—5:00 p.m.

Required Education:

- Juris doctorate (J.D.) degree, preferably from an ABA-approved law school.
- Admission to Pennsylvania Bar.
- Good written communication, research and computer skills necessary

Required Experience:

- None Required

Applications:

Applications for this position will be accepted **until a suitable candidate is selected.**

Summary of Job Functions

- Researches, interprets and applies law, court decisions and other legal authorities in preparation of briefs, pleadings, indictments and other legal papers.
- Writes opinions and legal memorandums for the courts.
- Prepares digests of laws and cases.
- Performs overall law library management.
- Assists Judges with legal correspondence.
- Interprets new legal rulings and procedures.
- Interacts with other internal departments frequently in carrying out work duties.
- Utilizes computer daily to updated files and records.
- Assists with public legal functions, i.e., mock trials, law day, etc.
- Assists in supervising intern law students and library volunteers.
- Attends seminars, training and meetings as required.
- Performs other job related duties as required.