

Wayne County Court of Common Pleas
Job Description

Position: Judicial Law Clerk	Updated: 2/28/2020
Status: Full-time (35 hours per week)	Starting Salary: Salary Commensurate with Experience
Union/Association: N/A	Reports To: President Judge

Position Summary: The judicial law clerk shall perform legal research, draft memoranda and legal opinions and orders, provide assistance to the public and lawyers, and assist with jury selection and trial needs.

Essential Duties and Responsibilities:

Conduct legal research at the direction of the President Judge and/or the District Court Administrator

Apply legal research to draft concise, well-researched bench memoranda, opinions, and orders

Review briefs and legal authority submitted to the court for accuracy and application

Provide assistance with trial terms by preparing jury charge and verdict slip

Advise the judge on the facts and legal issues of a case prior to oral argument

Attend court sessions, including trials and oral arguments

Communicate with counsel and public as needed

Review case files of pending litigation and divorce and guardianship filings

Attend trainings and workshops as assigned.

Position Requirements:

Knowledge of automated computer systems and experience with WestLaw and Microsoft Word, Outlook, and Excel.

Effectively communicate in oral and written forms.

Ability to remain calm in stressful situations and deal appropriately with emotionally charged individuals.

Maintain confidentiality and maintain a professional demeanor.

Work as a team player.

Manage time efficiently.

Education/Experience: Position requires a law degree.

To apply: Please send a cover letter, resume, and a writing sample to Nicole A. Hendrix, Esq., Court Administrator, 925 Court Street, Honesdale, PA 1843 or by email to nhendrix@waynecountypa.gov.