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**COUNTY OF VENANGO**  
**BID NOTICE**  
**Legal Exempt**

**POSITION:**           **Law Clerk**  
Exempt Full-Time; 80 hours per pay

**DEPARTMENT:**       **Venango County Courts**  
Venango County Courthouse

**PAY GRADE:**           **LEGAL EXEMPT GRADE ONE**  
\$39,866.57/yr. – 57,542.80/yr.

**OVERALL OBJECTIVE:**  
Assists the Judges and District Magistrate Judges of Venango County by conducting legal research, drafting opinions and memorandums of law, and to perform other duties as assigned by the Judge.

**ESSENTIAL FUNCTIONS OF JOB**

1. Researches, interprets and applies law, court decisions and other legal authorities in preparation for drafting court opinions for a judge.
2. Drafts opinions and legal memorandums for the judges.
3. Reviews court documents filed in Venango County and assists with legal issues regarding cases and issues before the Court.
4. Assists judges with legal correspondence concerning adoptions.
5. Reviews new case law and interprets new legal rulings and procedures for judges, district magistrate judges and others.
6. Interacts with other departments within the judicial branch, attorneys, elected officials and departments within the executive branch of government in carrying out work duties.
7. Uses a computer for research and to update files and records.
8. Assists lawyers with computer research in the law library.
9. Takes notes during pre-trial conferences, hearing and arguments before the Court.

**OTHER DUTIES OF THE JOB**

1. Attends meetings, training and seminars as required.
2. Participates in drafting and amending local rules of court.
3. Performs other job-related duties as required.

**SUPERVISION RECEIVED**

Receives occasional instruction and supervision from the Judge in regard to essential job duties and goals.

**SUPERVISION GIVEN**

None

**WORKING CONDITIONS**

1. Works indoors in adequate workspace, temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Exposure to normal indoor dust and dirt.
4. Travels occasionally with the Judge to courts in other locations to perform job duties.

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**PHYSICAL AND MENTAL CONDITIONS**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit, stand and walk intermittently throughout the workday with occasional twisting, bending, climbing, carrying, reaching, grasping and/or driving as necessary to carry out job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for computer work to simple movements of feet/legs/torso to carry out work duties.
4. Sedentary work with occasional lifting/carrying of objects with weights ranging from ten to twenty pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to pay close attention to details and concentrate on work.

**QUALIFICATIONS**

**A. EDUCATION/TRAINING**

Law School graduate. Good written communication, research and computer skills necessary. Law Clerks must either be members of the Bar of Pennsylvania, or must have received, without exception, an earned Bachelor of Law or Juris Doctor degree from a law school that was an accredited law school at the time the law clerk matriculated or graduated.

**B. WORK EXPERIENCE**

None required.

**C. ADDITIONAL REQUIREMENTS**

- Must not appear on Preclusion Lists as defined by "Pennsylvania's Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs."
- Must successfully complete pre-employment drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
  2. Must possess effective communication and interpersonal skills.
  3. Must possess initiative and problem solving skills.
  4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
  5. Must possess ability to maintain confidentiality in regard to client information and records.
  6. Must possess the technical knowledge of operating personal computers and performing legal research on computer.
  7. Must possess knowledge of application of legal principles to individual cases and problems.
  8. Must possess knowledge of court procedures and rules of evidence.
  9. Must possess ability to analyze facts, evidence and precedents and arrive at logical interpretations.
  10. Must possess ability to set forth findings of facts and decisions in well-written form.
  11. Must possess ability to prepare well-written legal documents and records, utilizing excellent writing and grammar skills.
  12. Must possess ability to practice good time management and organizational skills.
- All law clerks employed in the Unified Judicial System are prohibited from appearing as counsel in the division/section of the court in which they are employed or in which the judge by whom they are employed serves. Further, in courts which have no formally established divisions or sections,

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the law clerks are prohibited from appearing as counsel in the court itself. See also Pa. R.A.P. 3121 (prohibiting the practice of law by appellate court staff except in limited circumstances).

Any outside employment or commercial activities by law clerks must be reported in writing in advance to their employing judge or supervisor and to the Chief Justice or president judge, depending on which court employs the law clerk.

**HOW TO APPLY**

A County application is required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are actively recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Applications are available:

- Online by visiting: <https://www.co.venango.pa.us/288/Job-Application-Process>
- In-Person by visiting the Venango County Human Resource Office on the 3<sup>rd</sup> floor of the Courthouse Annex building located at 1174 Elk Street, Franklin, PA 16323
- By fax or e-mail. You must contact the Venango County Human Resource Office by calling (814) 432-9556 or (814) 432-9549 to share your e-mail or fax number.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**VENANGO COUNTY IS A DRUG FREE WORK PLACE**

**APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT 432-9552 FOR ASSISTANCE.**