

JOB POSTING

JOB TITLE: Law Clerk to the Honorable Nancy L. Butts, President Judge of the Court of Common Pleas of Lycoming County, Pennsylvania

DEPARTMENT: Court of Common Pleas of Lycoming County, Pennsylvania

SUPERVISOR: President Judge Nancy L. Butts

STARTING SALARY: Law Clerk II – \$51,053.83 plus benefits (See Qualifications)
Law Clerk I – \$46,598.50 plus benefits (See Qualifications)
Law Clerk – \$42,601.69 plus benefits (See Qualifications)

HOURS: 37.5 hours weekly

START DATE: September 2022

GENERAL DESCRIPTION

This law clerk will aid and expedite research on legal issues presented to the Judge, prepare initial drafts of opinions, check and brief citations of authority submitted by counsel, and perform such other duties as are assigned by the Judge to aid in the orderly disposition of court-related matters.

SPECIFIC DUTIES

- Prepare legal memorandums, opinions, and orders for the Judge’s review
- Perform legal research
- Clearly understand legal concepts as they are presented in Court by the attorney
- Read and analyze parties’ briefs and other documents submitted to the Court
- Conceptually analyze legal arguments to assist the Judge in drafting legal opinions
- Stay apprised of new developments in the law
- Prepare files for court proceedings
- Prepare jury charges in criminal and civil trials
- Assist the Office of the District Court Administrator and others in answering legal questions
- Perform other duties as assigned

QUALIFICATIONS

- Law Clerk II (paygrade 11) (starting salary of \$51,053.83 plus benefits) – Graduate of an accredited college or university with a degree in law, license to practice law, and at least two (2) years of related experience
- Law Clerk I (paygrade 10) (starting salary of \$46,598.50 plus benefits) – Graduate of an accredited college or university with a degree in law, license to practice law, and less than two (2) years of related experience

- Law Clerk (paygrade 9) (starting salary of \$42,601.69 plus benefits) – Graduate of an accredited college or university with a degree in law
- Preferred knowledge of criminal law, but not required
- Ability to communicate clearly and concisely
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Possession of strong organizational skills and attention to detail
- Ability to work independently
- Ability to establish and maintain effective working relationships with other Court employees and Court-related personnel
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public
- Commitment of at least one year to the position; however, the term of the position can be extended or become permanent if desired by the Judge and Law Clerk

As a candidate hired as a “Law Clerk” or “Law Clerk I” attains the qualifications of a “Law Clerk I” or “Law Clerk II,” the successful candidate’s salary will increase accordingly.

WORKING CONDITIONS

- Typical office and courtroom environment

INSTRUCTIONS

All interested candidates should submit a letter of interest, resume, references, writing sample, and law school transcript to the attention of Adrienne J. Stahl, District Court Administrator, 48 West Third St., Williamsport, PA 17701 or astahl@lyco.org.

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.