

## **LAW CLERK JOB OPENING**

**JOB TITLE:** Law Clerk for Judge(s) of Common Pleas of Tioga County, PA

**DEPARTMENT:** Courts

**SUPERVISOR:** President Judge George W. Wheeler

**DESCRIPTION:** Aids and expedites the research on many legal questions presented to the Judges, upon which opposing counsel fails to agree; Prepares initial drafts of opinions; Citations of authority submitted by opposing counsel are checked and briefed by the Law Clerk; Involves performing such other duties as are assigned by the Judge to aid in the orderly disposition of court-related matters.

### **SPECIFIC DUTIES:**

- Drafts legal opinions for Judge
- Assists the Court Administrator and others in answering legal questions.
- Clearly understands legal concepts as they are presented in Court by the attorney.
- Conceptually analyzes legal argument to assist the Judge in drafting legal opinions.
- Researches either in the Judge's library, the Law Library, or by other means, the current status of the law in the Commonwealth as well as nationally.
- Read and analyzes parties' briefs and other documents submitted to the Court.
- Individually keeps apprised of new developments in the law.
- Prepares files for court hearings and jury charges in criminal or civil trials.
- Manages the Law Library

**WORKING CONDITIONS:** Normal office and Courtroom surroundings

**JOB REQUIREMENTS/CLASSIFICATION:** Graduate of an accredited law school with a Juris Doctorate at the date of commencement of employment.

**SALARY:** Commensurate with experience. Full benefits package.

Please respond to: Randi L. Bubb, District Court Administrator  
Tioga County Courthouse, Court Administration  
118 Main Street  
Wellsboro, PA 16901  
Phone: 570-724-9380  
Email: [rbubb@tiogacountypa.us](mailto:rbubb@tiogacountypa.us)

Please include resume, letter or interest, references, and interview availability.  
Resumes will be accepted until December 31, 2022.