

Blair County – Hollidaysburg, PA

Description

The law clerk will conduct electronic and manual legal research, complete legal writing and documentation, and conduct civil and criminal case management for the president judge of County of Blair. This position requires preparation of memoranda, orders, and opinions; evaluation of case law, statutes, and case files; observation of and assistance at court proceedings; meetings and correspondence with attorneys and self-represented litigants; review of case dockets, transcripts, exhibits, correspondence, pleadings, and motions; assistance with court arguments, pre-trial conference, and motion lists; and other related duties as required.

Requirements

Qualified candidates must hold a Juris Doctor degree; previous legal experience is preferred but not necessary. The job must be performed onsite in Hollidaysburg, PA, and we cannot provide work visa sponsorship.

Benefits

Competitive benefits start first of the month following 30 calendar days and include 90% employer-paid PPO healthcare with vision and three-tier prescription components, pension plan, defined contribution plan, term life insurance, a menu of voluntary benefits that includes dental and Aflac, and 14 annual paid holidays and other time-off provisions. Hiring range is \$41,609.53 to \$44,938.29 per year. EQUAL OPPORTUNITY EMPLOYER

Post will remain active until filled

Interested parties may apply on the Blair County website at:

<https://www.blairco.org/departments/human-resources/job-seekers>