

Judicial Law Clerk
59th Judicial District of Pennsylvania
Elk and Cameron Counties

LOCATION: Elk County Courthouse, Ridgway, Pennsylvania, 15853

POSITION TYPE: Non-bargaining, Full-time, benefits eligible

SALARY: \$36,471.00 to \$54,706.00

DESCRIPTION:

This is an excellent opportunity to learn various areas of the law, including criminal, civil, family, juvenile, and orphans court matters, in a one-judge, two-county judicial district. Duties include, but are not limited to:

- Research relevant statutory and case law, draft opinions, orders, memos, check and brief citations of authority and attend court proceedings, including trials.
- Read and analyze briefs and other documents submitted to the Court.
- Review divorce filings for compliance with applicable Rules of Court.
- Serve as PFA coordinator, providing clerical assistance to petitioners, entering PFA information into the Protection From Abuse Database, and serving as the point-of-contact for PFA and related inquiries.
- Assist court staff and others in answering questions from litigants and the general public.
- Prepare files for court hearings.
- Other duties as assigned.

QUALIFICATIONS:

Graduate of an accredited college or university with a degree in law.

Admission to practice is not required.

INSTRUCTIONS:

Please send letter of interest, resume, and writing sample via e-mail to lcovac@countyofelkpa.com or by mail to:

District Court Administrator
PO Box 416
Ridgway, PA 15853

Questions may be directed to LeeAnn L. Covac, District Court Administrator, at: lcovac@countyofelkpa.com or (814) 776-5375.

EOE
12/30/2022