

Somerset County Law Clerk

Starting Salary Range:	\$50,000
Department:	Courts
Location:	Somerset, PA
Posting Date:	4/28/2023

Description

The law clerk position is for a term of one year. The law clerk is responsible for research, analysis, and writing on various legal issues including, but not limited to, criminal law, civil law, and family law. The law clerk works closely with other clerks, courthouse personnel, and the Judges. Must be actively seeking admission into the PA Bar.

Generally, the position runs from August to August, a second year may be allowed, based on work performance.

Typical Duties

- Review petitions, motions, memoranda, and other documents.
- Perform research on various legal issues.
- Analyze factual and legal issues.
- Interpret and apply law.
- Draft legal memoranda and opinions.
- Attend court proceedings.
- Discuss cases and legal issues with the Judges.
- Prepare cases for publication in the Somerset Legal Journal.
- Maintain law library materials and billing.
- Assist library patrons with basic use of law library materials.

Minimum Qualifications

Graduate of an accredited college or university; J.D. from an ABA-accredited law school; and admission to practice before the Pennsylvania Supreme Court preferred, or, at minimum, must be actively seeking admission.

Additional Qualifications/Preferences

To perform this job successfully, an individual must be a self-starter as well as be able to work with others. The law clerk must possess excellent legal research and writing skills and a superior ability to interpret and apply the law in various situations. The position requires knowledge of how to use both print legal materials as well as computer-based legal research systems such as Westlaw.

How to Apply

Cover Letter, Resume, Transcript and Writing Sample to the Court Administrator at escalerat@co.somerset.pa.us

Or mail to: Somerset Court Administration
Attn: Tammy Escalera-Rivera
111 E. Union Street
Somerset, PA 15501

If questions: call me at 814-445-1474