

# Law Clerk

Starting Salary Range:

\$40,456.60- \$42,515.20 (if member of PA Bar)

Department:

Court Administration – Judicial Staff

Location:

Jim Thorpe, PA (Carbon County)

Posting Date:

5/1/2023

## Description

This is a professional class position who assists the Honorable Joseph J. Matika of the Carbon County Court System by conducting legal research, drafting opinions, memorandums and letters, and assisting with other professional legal duties.

## Typical Duties

- Research, interpret and apply laws, court decisions and other legal authorities.
- Write opinions, orders, and legal memorandums for the Court.
- Review pre-trial memoranda, petitions, motions and other case matters on pertinent issues and applicable laws.
- Review divorce matters and supporting documentation and adoption petitions.
- Assist the Judge with legal correspondence; interact with internal departments frequently responding to their inquiries.
- Interpret new legal rulings and procedures.
- Review and assemble appropriate jury instructions for trial.
- Answer telephone and respond to routine inquiries from public and attorneys.
- Attend court hearings and trials and take notes.

## Minimum Qualifications

- Law Degree plus admission to the Pennsylvania Bar (preferred); however, will consider applicants who are awaiting or have only taken the Bar Exam.
- Good written communication, research and computer skills necessary.

## How to Apply

- Application and job description may be obtained from:
  - Karen Sweeney, Assistant Court Administrator - Carbon County Courthouse
  - Email: [klsweeney@carboncourts.com](mailto:klsweeney@carboncourts.com)
  - The application can be downloaded online at [www.carboncourts.com](http://www.carboncourts.com)
- Submit job application along with a resume and a substantive writing sample to the above-mentioned email.

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