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Description

Judicial Law Clerk – Court of Common Pleas of Butler County, Pennsylvania **(\$58,535 – \$81,949)**

Typical Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities of the law clerk include, but are not limited to, the following:

1. Legal Research into all areas of applicable Pennsylvania and Federal Law, which may include the review, study, and annotation of laws, rules, court decisions, documents, opinions, briefs and other related legal authorities. Such research is directly related to the decision of actual cases before the Court.
2. Review case files, pleadings, petitions and other documents relevant to court proceedings and advise the judge as necessary.
3. Draft, prepare and edit court opinions, appellate opinions, legal memorandums, orders, and other written documents as needed or requested by the judge.
4. Diligently complete matters taken under advisement by the Court, as well as maintain a list of all cases taken under advisement.
5. Prepare jury instructions as necessary.
6. Compile references on laws and other legal precedent necessary for legal determinations on matters pending before the judge.
7. Confer with the judge concerning legal questions, construction of documents, and the disposition of orders and motions.
8. Attend Court sessions (including trials, hearings, and other conferences) to hear oral arguments and record necessary case information, maintain notes pertinent to Court proceedings, and assist the judge as needed on any questions of law or procedure that may arise. When necessary, travel within the County for viewings of real property.
9. If requested, draft summaries of Court memorandum opinions for publication in the Butler County Legal Journal.
10. Work with other judges (including senior judges), law clerks, and other staff members of the various departments within the Butler County Court System to ensure effective and efficient disposition of cases pending before the judge.

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11. Work with the judge's personal staff and/or secretary to screen and prevent *ex parte* communications.
12. Provide initial training to newly hired law clerks.
13. Provide legal assistance to Magisterial District Judges as needed.
14. Interact with other internal departments and attorneys as needed.
15. Attend seminars, trainings or meetings as required.
16. Assist with answering telephones or other departmental duties as needed.
17. Provide coverage of chambers/office duties in the absence of the administrative assistant.
18. Other duties as assigned by the Court.

Minimum Qualifications

Law clerks must be a graduate of an accredited law school. Third year students of an accredited law school who are no more than one semester away from graduation may be considered for employment as a law clerk on a case by case basis. All law clerks must take and pass the Pennsylvania Bar Examination within one year of being hired, if this has not been achieved by the date of hire.

Additional Qualifications/Preferences

LEGAL RESEARCH SKILLS: Law clerks must be proficient at performing all types of necessary legal research.

LANGUAGE SKILLS: Law clerks must be able to exhibit extremely well-developed language skills in both written and verbal communications. Familiarity with a large vocabulary of legal and generic words is required.

MATHEMATICAL SKILLS: Law clerks must be proficient in general mathematic skills sufficient to understand any detailed testimony that may be offered in the Courtroom setting.

REASONING ABILITY: Law clerks must possess a very well developed reasoning ability that will permit them to hear and analyze testimony for the purpose of creating well thought out and cogent legal opinions that will stand the scrutiny of clients, counsel, appellate courts and the judge to whom they are assigned.

CERTIFICATES, LICENSES, REGISTRATIONS: Juris Doctor; license to practice law in Pennsylvania. (See Education and/or Experience above).

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How to Apply

Individuals interested in applying for this position must submit:

- letter of interest
- Butler County job application (accessible at: <https://www.butlercountypa.gov/DocumentCenter/View/967/Job-Application-PDF>)
- writing sample
- brief resume to:

Candace Y. Graff, Court Administrator

Butler County Courthouse

PO Box 1208

Butler, PA 16003

cgraff@co.butler.pa.us



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