

Description

The Armstrong County Court of Common Pleas in Kittanning, Pennsylvania has an immediate opening for a Judicial Law Clerk.

Typical Duties

- Draft opinions, memoranda and orders
- Research and analyze legal issues
- Review Pennsylvania appellate opinions
- Track motion and briefing schedule deadlines
- Assist judges in administrative duties as required
- Assist judges in preparing for civil and criminal trials
- Assist judges during hearings and trials
- Conduct custody conciliation conferences (upon admission to the Pennsylvania Bar)
- Coordinate work assignments with the Senior Law Clerk
- One-year commitment required

Minimum Qualifications

- Graduation from an ABA accredited law school; admission to the Pennsylvania Bar required to conduct conciliation conferences
- Proficiency in conducting legal research using both publications and on-line research tools
- Familiarity with Pennsylvania court rules

Additional Qualifications/Preferences

- Ability to manage time and meet deadlines
- Ability to interact with attorneys, court staff, county employees and the public in a professional, congenial and efficient manner

How to Apply

- Submit résumé and writing sample to Karen D. Pressler, Esq., Senior Law Clerk, kdpressler@co.armstrong.pa.us

Salary is \$45,000 per year; additional compensation available for conducting custody conciliation conferences. Applications will be accepted until position is filled.