



# Judicial Law Clerk

Starting Salary Range:	\$52,926.07
Department:	Court Administration
Location:	York, PA (York County)
Posting Date:	7/17/2023

## Description

Judicial Law Clerks provide assistance to a Judge in researching issues before the Court and in writing opinions, as well as assist the Judge in making legal determinations. A Judicial Law Clerk Should be influential in the formation of case law through their influence on Judges' decisions. Judicial Law Clerks work in compliance with the rules of the Courts' procedures in the Criminal, Civil, Family, Juvenile, and Orphans' Court Divisions.

## Typical Duties

- Research and composition of Opinions and Orders.
- Compose Opinions and Orders and assigned Motions.
- Compose Pre-Trial Orders.
- Compose Miscellaneous Orders.
- Compose Opinions and Orders for Appeals.
- Read Opinions generated from York County Bench.
- Read Decisions Generated from the Superior and Supreme Court.
- Answer phone calls/questions.
- Track case and motion activity.
- Assist Judge with administrative duties; correspondence, phone calls, and drafting letters/administrative orders.
- Assist Judge in preparing for Trials.

## Qualifications

- Juris Doctor Degree from an accredited school.
- Ability to conduct legal research both manual and on a computer.
- Ability to respond and produce work product for the supervising Judge in an expedient and efficient manner.
- Whether in person or by telephone, required to interact with the public, other departments, offices, and co-workers in a congenial, efficient, and responsible manner.

## How to Apply

- Submit your resume and writing sample to Billa R. Jamison, Deputy Court Administrator, Human Resources
- [BRJamison@YorkCountyPA.gov](mailto:BRJamison@YorkCountyPA.gov)