



# Law Clerk

Starting Salary Range: \$65,000  
Department: Berks County  
Location: Reading, Pennsylvania  
Posting Date: 1/15/2025

## Description

This position performs legal research work reviewing briefs and similar legal documents, determining pertinent issues, conducting research into statutes, precedents and other circumstances bearing on such issues, and drafting opinions, orders, adjudications and similar documents. The work is performed directly for and under the supervision of an assigned judge serving on the Court of Common Pleas.

## Typical Duties

- Review pretrial briefs and other submissions for completeness; summarize information presented, identify pertinent issues and other noteworthy elements; conduct research into precedential and related cases, laws and opinions; summarize such findings, including likely outcome based on information available; submit such information to assigned judge; prepare multiple summaries for all judges involved in en-banc panel (or argument court) cases.
- Attend court hearings and trials, observe proceedings and take notes of arguments, points made, testimony presented and other activities of potential use in reaching decisions; confer with judge when questions of law arise during proceedings; research such questions so trial or hearing can continue unimpeded; attend pretrial conferences to identify issues raised, points of law to be addressed and any particular circumstances that may arise during trial; anticipate the likelihood of such points of law, motions and other procedural issues and prepare research/opinions necessary to resolve same.
- Discuss cases with judge, insuring consideration of all salient points raised and related issues of law; express opinion and insure understanding of judge's viewpoint and intention; draft opinions and orders for cases, including both civil and criminal, sentencing decisions and related matters; ensure proper citation of applicable statutory and precedential guidelines; answer judge's questions about citations, intent and other elements of such drafts; receive final documents from judge; may edit for style, grammar, or other non-legal matters.
- Provide back-up to other positions, as needed.
- Complete other duties and responsibilities as assigned.
- Occasionally travel on an as-needed basis for training and to complete assigned duties.

## Minimum Qualifications

- Juris Doctorate degree or education equivalent to completion of a law degree from an accredited college or university, and eligibility for admittance to the Pennsylvania Bar.
- One year of experience.

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- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **Additional Qualifications/Preferences**

- Working knowledge of the terminology, procedural forms, and documentary practices employed in the judicial system.
- Thorough knowledge of research methods and techniques, sources and citations commonly employed in the judicial system.
- Knowledge of the statutes, regulations, structure and operations of the civil and criminal system as applicable to the Court of Common Pleas.
- Knowledge of the principles, procedures, and practices of civil and criminal trials, hearings and related court activities.
- Ability to analyze legal documents, identify pertinent issues and summarize findings and conclusions.
- Ability to observe court proceedings and document activities and issues raised.
- Ability to draft opinions, memoranda, and related legal documents expressing applicable relevant law and precedent, and judicial viewpoints.
- Ability to handle stress.
- Physical presence in the office is required.

## **How to Apply**

- For more information and to apply online, please visit [www.berkspa.gov](http://www.berkspa.gov) and click on Employment Opportunities to access our career site. On-line completed Application, Resumes, Cover Letter and writing samples should be submitted as per website instructions.

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