



Judicial Law Clerk

Annual Salary: \$56,692.99
Department: Common Pleas of Westmoreland County Courts
Location: Greensburg, PA (Westmoreland County)
Posting Date: 5/23/2025

Description

The purpose of this position is to perform legal research and prepare legal documents.

Typical Duties

- Performs legal research as required; makes use of legal research tools; evaluates case law and statutes; reviews and analyzes case files, motions, and briefs; observes court proceedings and testimony; reads trial transcripts and examines court exhibits.
- Prepares, types and edits Opinions, Order of Court, and other legal documents; discusses research findings and results with the Judge.
- Assists Judge as required in such areas as indigency determinations, Argument Court, Pre-trial conferences, trial lists with attorneys, weekly motions court etc.
- Discusses confidential issues with the Judge.
- Assists in the performance of courtroom and judicial chambers duties as needed.

Minimum Qualifications

- Graduate of an accredited law school with a license to practice law in Pennsylvania or a commitment to sit for the Bar examination in Pennsylvania at the next available opportunity.
- Required by the Supreme Court of Pennsylvania to obtain twelve hours of Continuing Legal Education credits annually to maintain a license to practice in Pennsylvania.

Work Conditions

- Typical office and Courtroom environment.

How to Apply

Please submit resume to: Ashley Shaulis,
Email: ashaulis@westmorelandcountypa.gov or
Ashley Shaulis, Court Administrator's Office
2, North Main Street
Greensburg, PA 15601

Westmoreland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.