



Judicial Law Clerk to the Honorable Traci McDonald

Department:

Courts of Common Pleas

Location:

Washington, PA

Posting Date:

10/9/2025

Description

To assist a Judge with research, writing, scheduling, and organization necessary to maintain and dispose of cases that are presented to the Courts for resolution. This position reports to the Honorable Traci McDonald and has no direct supervisory responsibilities.

Typical Duties

1. Researches legal topics and drafts opinions and orders, as well as correspondence.
2. Attends Court proceedings, including hearings, trials, routine motions, and pleas, as requested by the Judge.
3. Completes sentencing forms as required by the Pennsylvania Commission on Sentencing.
4. Organizes, schedules, and maintains the case list and briefing and argument schedules.
5. Communicates with the public and attorneys, by telephone or in person.
6. Attends conferences with the Judge, attorney, and litigants.
7. Attends educational sessions for civil, criminal, family court, and orphans court updates.
8. Performs all other duties and or special projects as assigned and on an as-needed basis.

Minimum Qualifications

- A Juris Doctor degree from an American Bar Association-accredited law school is required.
- Must be able to perform legal research and write summaries and conclusions.
- Computer skills are necessary.

How to Apply

- Please submit a cover letter, resume, and writing sample to the Office of the Court Administrator. Applications will be accepted by e-mail at daniel.buzard@washingtontcourts.us or by mail at 1 South Main Street, Suite 1003, Washington PA 15301
- Or apply online at [Jobs • Judicial Law Clerk to the Honorable Traci McDonald](#)

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