



LAW CLERK / CUSTODY CONFERENCE & DIVORCE OFFICER

Location: Middleburg, PA

Posting date: 10/22/2025

Starting Annual Salary: \$55,000 plus benefits

Description

A Judicial Law Clerk performs work that would otherwise be performed by a Commissioned Judge, Senior Judge, and Conference Officer. The primary role of a Judicial Law Clerk is to provide legal research and support directly to one or more Commissioned Judges. A Judicial Law Clerk operates with a moderately high degree of independence in their daily responsibilities.

Typical Duties

- Reviews court documents and analyzes legal disputes; evaluates evidence; makes recommendations and renders decisions.
- Researches and compiles information regarding local, state, and federal laws and ordinances, case law, judicial opinions, and mandates. Analyzes and interprets research; makes recommendations to the Judge.
- Prepares legal memoranda, legal opinions and orders, correspondence, court opinions, reports regarding distribution of marital assets and alimony awards, and master reports.
- Schedules pre-trial conferences and master hearings; notifies parties involved of date, time, and location of conferences and hearings; presides over conferences and hearings; renders decisions; maintains related documentation.
- Determines who should receive correspondence, reports, notices, and other materials for cases.
- Receives and reviews various court documents, legal websites, legal treatises, statutes, and regulations.
- Reviews all divorce complaints and custody filings for compliance with the Rules of Procedure.
- Prepares for and attends custody conferences pursuant to Pa.R.C.P 1915.4-3.
- Prepares timely proposed orders following custody conferences, including next steps for the custody matter.
- Arranges CYS testimony at trial if requested by the Judge.
- Assists the Court Administrator with local rule updates regarding custody

Minimum Qualifications

- Juris Doctor degree; supplemented by two years of legal experience; OR
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid Pennsylvania Attorney's License.

How to Apply

- Submit résumé and writing sample to Kelly Heeter, District Court Administrator, kheeter@snydercounty.org

**Or mail to Snyder County Courthouse - Attn: Kelly Heeter, DCA
9 W. Market St., PO Box 217 - Middleburg, PA 17842**