

Judicial Law Clerk Attorney 1 - \$62,790/yr

Location: Carlisle, PA

Posting Date: 12/02/2025



Description

To promote judicial economy and efficiency by serving as counsel to the judge through performing legal research, legal writing, making preliminary legal determinations not involving findings of fact, and other tasks that reduce the workload of the judges to manageable levels.

Typical Duties

- Researches, interprets and applies laws, court decisions and other legal authorities in preparation of written judicial opinions, orders, jury instructions, verdict slips, and legal memoranda, and then drafts said documents.
- Reviews and screens court documents presented to the judge and assists in solving problems regarding cases and issues before the court.
- Prepares and sends legal correspondence as assigned.
- Interacts with other internal departments, attorneys, and self-represented litigants frequently in carrying out work duties.
- Makes preliminary legal determinations including offering suggestions and advising the judge as to the proper outcome, before, during and following legal proceedings.
- Creates checklists and summaries of law to increase judicial efficiency in review of cases within said body of law and prepares summaries and memoranda on pending matters as requested by the judge.
- Uses standard practices and guides in resolving issues presented to the Court.
- Monitors new case law and determines how it may affect ongoing cases.
- Monitors deadlines set by the Court and tracks cases on the Court's docket.
- Monitors appellate deadlines imposed on the Court for submission of Opinions under Pa.R.A.P. 1925 and the transmission of the record.

Minimum Qualifications

- A Juris Doctorate from an accredited law school required
- Admission to the Pennsylvania Bar required
- Prior legal experience preferred, including prior legal internship

Additional Requirements

- Familiarity with the judicial system and Rules of Procedure required.

How to Apply

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