

LAW CLERK - \$35.99 per hour (Part-time)

Location: Butler, Pennsylvania

Posting Date: 12/15/2025



Description

This is a court-appointed professional position that reports directly to the District Court Administrator and serves the President Judge. This position will be assigned to Senior Judges serving the Butler County Court of Common Pleas. Position available January 5, 2026.

Typical Duties

- A complete list of essential duties and responsibilities of this position is printed on the official job description. A copy of that job description may be obtained by contacting Candace Graff, District Court Administrator, in the office of the Butler County Court Administration.
- Days and hours will vary based on the Senior Judges' schedule.
- Annual salary increases based on salary board action may apply.

Minimum Qualifications

- Applicants must be graduates of an accredited law school. If they have not already, applicants may be required to take and pass the Pennsylvania Bar Examination.

How to Apply

Individuals interested in applying for this position must submit the following:

- letter of interest
- Butler County job application (accessible at: <https://www.butlercountypa.gov/DocumentCenter/View/967/Job-Application-PDF>)
- Writing sample
- brief resume to:

Candace Graff
District Court Administrator
Butler County Courthouse
PO Box 1208
Butler, PA 16003
cgraff@co.butler.pa.us

Appointment to this position will be made by the President Judge following review and interview of applicants.