

JUDICIAL LAW CLERK

Location: Pottsville, Pennsylvania

Annual Salary Range: \$51,000-\$71,000

Posting Date: 3/9/2026



Description

The Law Clerk assists a Schuylkill County Court of Common Pleas judge in researching and preparing legal documents.

Hours: 8:30 am – 4:30 pm, full-time 35 hours/week, or part-time hours are available

Typical Duties

- Performs legal research
- Prepares draft legal documents
- Attends court sessions
- Analyzes statutes and court precedent on specific issues before the Court
- Drafts legal procedures, orders, opinions, and memoranda for the assigned judge

Minimum Qualifications

- A Juris Doctorate from an accredited law school required
- Admission to the Pennsylvania Bar or actively working toward obtaining the PA Bar License within six months of employment

How to Apply

Email a resume, cover letter, law school transcript, writing sample and references to Mark Barket, Esq., District Court Administrator. Email address is mbarket@schuylkillcountypa.gov

Or mail the documents to: Mark Barket, Esq., District Court Administrator
Schuylkill County Court of Common Pleas
401 N Second Street
Pottsville, PA 17901
Tel: 570-628-1333
Fax: 570-628-1108