



Law Clerk

Starting Salary Range: To Be Determined
Department: Bradford County Courts
Location: Towanda, PA
Posting Date: 4/8/2026

Description

Assists judges in examining legal issues (including but not limited to civil, criminal and family law) and assists as otherwise directed by the judge. Reports to two Judges.

Distinguishing Features of the Class

Position is responsible for preparing legal opinions and orders as requested by the judge. Duties will require the ability to perform legal research using computer databases, reviewing trial transcripts and all other pleadings filed in a case. The work is performed under the supervision of a judge.

Typical Duties

- Performs legal research on issues that have come before the court;
- Drafts legal opinions, setting forth findings of fact and analyzing the issues in the case;
- Reviews pleadings and briefs submitted by counsel;
- Checks citations of authority submitted by counsel;
- Assists members of the public to legal sources for their research;
- Organizes jury instructions, as required by the judge, before cases are sent to the jury for deliberation.
- Reviews accounts filed in estate matters, checking all documents for completeness and legal accuracy.
- Attends courtroom proceedings as requested by a judge, including argument court;
- Prepares files for court hearings as requested by a judge;
- Assists President Judge in preparing local rules, policies and procedure as requested;
- Communicates with attorneys concerning issues coming and already before the court;
- Manages Law Library material;
- Serves as review officer and a member of board of arbitrators as needed;
- Conducts court tours and outlines the duties and responsibilities of the court system to school classes and other public groups.
- Other miscellaneous duties as requested by the 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.
- Must have the ability to record, convey, and present information, explain procedures, and follow instructions.
- Must be able to sit for long periods of time with frequent periods of standing, walking, and occasional twisting, reaching, pulling, and pushing required for obtaining files, doing inspections or other job duties.
- Dexterity requirements range from simple to complex movements of fingers/hands, legs/feet, or

Bradford County Courthouse- 301 Main Street, Towanda, PA 18848

torso to carry out job duties.

- Sedentary work with occasional lifting, 15-20 pounds;
- Must demonstrate emotional stability;
- Ability to cope with physical and mental stress of the position;
- Must be able to pay close attention to detail and concentrate on work.
- Must travel as necessary

Required Knowledge, Skills and Abilities

- Good knowledge of the policies and procedures of the court;
- Good knowledge of the types and methods of legal research and preparation of legal documents;
- Ability to understand and follow written and oral directions;
- Ability to establish and maintain effective working relationships with the general public, other employees and court users
- Ability to get along well with others
- Tact and courtesy;
- Must be knowledgeable about duties and responsibilities of the court system;
- Comfortable with public speaking.

How to Apply

Email resumes to District Court Administrator, Mary Corbin at corbinm@bradfordcountypa.gov