



**49th JUDICIAL DISTRICT
CENTRE COUNTY COURT OF COMMON PLEAS
OFFICE OF THE COURT ADMINISTRATOR**

KENDRA J. MIKNIS
District Court Administrator

Centre County Courthouse
102 South Allegheny Street, Room 103
Bellefonte, Pennsylvania 16823

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**JOB POSTING
Posted: June 1, 2026**

**Judicial Legal Specialist/Law Clerk to Judge Katherine Oliver
Centre County Courthouse, Bellefonte, PA**

Grade: 18 (\$36.06/hourly)

Shift Available: Full-Time (Exempt) – 40 hours

Office Hours: 8:00am - 4:00pm (Monday – Friday)

Minimum Training and Experience:

- Juris doctorate (J.D.) degree, preferably from an ABA-approved law school.
- Admission, or actively seeking admission, to the Pennsylvania Bar Association to practice before the courts of the Commonwealth of Pennsylvania.

Summary of Job Functions:

- Possesses and applies knowledge of Pennsylvania civil and criminal law, including but not limited to constitutional law, rules of procedure, statutory law, case law, rules of evidence, and other court rules.
- Conducts legal research with knowledge of online research platforms, legal reference materials, and application of efficient legal research techniques.
- Reviews pleadings, petitions, motions, briefs, and other legal documents filed with the Court.
- Engages in discussions with Judge to implement court of action to timely resolve issues raised in legal filings.
- Assists Judge in researching complex legal issues before the Court.
- Research and consultation with the Judge on legal issues arising before, during, and after court proceedings.
- Attends court proceedings to assist the Judge with complex legal issues which may arise.
- Drafts opinions, orders, and memoranda in a logical and coherent manner in the style required by the Judge.
- Maintains accurate and well-organized court calendars and work assignment lists.

- Tracks cases pending decision by the Court and timely updates the Judge.
- Communicates and responds to attorneys, litigants, court personnel, and the public regarding administrative questions to the court docket.
- Establishes effective working relationships with the Judge, judicial assistants, other Judges and their staff, Court Administrator, and other court personnel.
- Assists with public legal functions, i.e., mock trials, Law Day, etc.
- Assists in supervising extern law students.
- Assists Senior Judges and Visiting Judges in the performance of their duties.
- Assists the Court as a Designated Reviewer for the Guardian Tracking System.
- Manages the law library.
- Provides technical and legal guidance to court personnel.
- Attend seminars, training, and meetings as required.
- Performs other job-related duties as required.

The application process and application can be found on the following direct link:

<https://ccpa.recruiting.pdsvista.com/view/2026-108P270>

or

www.centrecountypa.gov