



29th Judicial District of Pennsylvania
Lycoming County Courthouse
48 West Third Street
Williamsport, PA 17701

JOB POSTING

JOB TITLE: Law Clerk to the Honorable William P. Carlucci, Judge of the Court of Common Pleas of Lycoming County, Pennsylvania

DEPARTMENT: Court of Common Pleas of Lycoming County, Pennsylvania

SUPERVISOR: Judge William P. Carlucci

STARTING SALARY: \$57,310.50 plus benefits [plus an additional 1% for each year (12 consecutive months) of related experience (maximum of 12%) plus an additional 1% increase for a license to practice law]

HOURS: 37.5 hours weekly

DATE POSTED: July 2026

START DATE: As soon as possible

GENERAL DESCRIPTION

This law clerk will aid and expedite research on legal issues presented to the Judge, prepare initial drafts of opinions, check and brief citations of authority submitted by counsel, and perform such other duties as are assigned by the Judge to aid in the orderly disposition of court-related matters.

SPECIFIC DUTIES

- Prepare legal memorandums, opinions, and orders for the Judge's review
- Perform legal research
- Analyze factual and legal issues
- Understand and analyze legal arguments as they are presented by the parties
- Analyze parties' briefs and other documents submitted to the Court
- Prepare files for court proceedings
- Track case activity
- Prepare jury charges in civil and criminal trials
- Stay apprised of new developments in the law
- Answer telephone calls



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- Assist the Office of the District Court Administrator and others in answering legal questions
- Perform other duties as assigned

QUALIFICATIONS

- Graduate of an accredited college or university with a degree in law [minimum starting salary of \$57,310.50 plus an additional 1% increase for each year (12 consecutive months) of related experience (maximum of 12%) plus an additional 1% increase for a license to practice law]
- Commitment of at least two years to the position; however, the term of the position can be extended or become permanent if desired by the Judge and Law Clerk
- Knowledge of civil, criminal, family, and orphans' court law preferred but not required
- Outstanding legal reasoning and writing skills
- Ability to communicate clearly and concisely
- Possession of strong organizational skills and attention to detail
- Ability to work independently
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Ability to establish and maintain effective working relationships with other Court employees and Court-related personnel
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public

WORKING CONDITIONS

- Typical office and courtroom environment

INSTRUCTIONS

All interested candidates should submit a letter of interest, resume, references, writing sample, and law school transcript to the attention of Adrienne J. Stahl, Lycoming County District Court Administrator, at astahl@lyco.org and Deb Pietrovito, Assistant to the Honorable William P. Carlucci, at dlpietrovito@lyco.org.

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.