



Court of Common Pleas - 19<sup>th</sup> Judicial District of Pennsylvania  
**ADMINISTRATIVE OFFICE OF YORK COUNTY COURTS**

York County Judicial Center  
45 North George Street  
York, Pennsylvania 17401  
Voice (717) 771-9234  
www.YorkCountyPa.gov

**DISTRICT COURT ADMINISTRATOR**  
Paul O. Crouse

**DEPUTY COURT ADMINISTRATORS**  
Jennifer L. Menges  
April J. Billet-Barclay  
Megan M. Dietz  
Kyle M. Benser  
Billa R. Jamison  
Scott E. Lavis

**PRESIDENT JUDGE**  
Honorable Maria Musti Cook

**POSITION OPENING**  
**Judicial Law Clerk**

**Summary:**

Judicial Law Clerks provides assistance to a Judge in researching issues before the court and in writing opinions, as well as assist the Judge in making legal determinations. A Judicial Law Clerk Should be influential in the formation of case law through their influence on Judges' decisions. Judicial Law Clerks work in compliance with the rules of the Courts' procedures in the Criminal, Civil, Family, Juvenile, and Orphans' Court Divisions.

**ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES:**

- Research and composition of Opinions and Orders.
- Compose Opinions and Orders and assigned Motions.
- Compose Pre-Trial Orders.
- Compose Miscellaneous Orders.
- Compose Opinions and Orders for Appeals.
- Read Opinions generated from York County Bench.
- Read Decisions generated from the Superior and Supreme Court.
- Answer phone calls/questions.
- Track case and motion activity.
- Assist Judge with administrative duties; correspondence, phone calls, and drafting letters/administrative orders.
- Assist Judge in preparing for Trials.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Juris Doctor Degree from an accredited school.
- Ability to conduct legal research both manual and on a computer.
- Ability to respond and produce work product for the supervising Judge in an expedient and efficient manner.
- Whether in person or by telephone, required to interact with the public, other departments, offices, and co-workers in a congenial, efficient and responsible manner.

Starting salary is \$46,586.32

Please submit your resume and writing sample to:

**Court Administration**

**Billa R. Jamison, Human Resources/Fiscal Supervisor**

**BRJamison@YorkCountyPA.gov**

**Deadline to apply is May 7, 2021.**