

COURT OF COMMON PLEAS



Thirty-Ninth Judicial District of Pennsylvania
Franklin and Fulton Counties

Mary Beth Shank
Judge

POSITION OPENING

Judicial Law Clerk – Franklin/Fulton Counties
Starting Salary - \$48,661.51

Franklin County Courthouse
157 Lincoln Way East
Chambersburg, Pennsylvania 17201
Telephone: (717) 261-3836

Fulton County Courthouse
201 North Second Street
McConnellsburg, Pennsylvania 17233
Telephone: (717) 485-3301

Summary:

The Honorable Mary Beth Shank is presently seeking resumes for the position of judicial law clerk for the Court of Common Pleas of the 39th Judicial District. The position is available for immediate employment to the chosen candidate. Interested applicants must be a law school graduate and are to submit their resume, which shall include no less than two references, a writing sample and a law school transcript to the Honorable Mary Beth Shank c/o lmeckstine@franklincountypa.gov. Any documents mailed via U.S. Mail shall be addressed to: Attn: Honorable Mary Beth Shank; Franklin County Court of Common Pleas, 14 North Main Street, Chambersburg, PA 17201.

Judicial Law Clerks provide assistance to a Judge in researching issues before the court and in writing opinions. Judicial Law Clerks work in compliance with the rules of the Courts' procedures in Criminal, Civil, Family, Juvenile and Orphans' Courts Divisions.

Essential Requirements:

Research and writing of Opinions and Orders • Review motions and prepare orders • Keep abreast of Franklin/Fulton Opinions and Decisions of the Superior/Commonwealth and Supreme Court in areas applicable to the Judge's Divisions • Answer calls and questions • Track case and motion activity • Assist Judge with preparation for trials

- ❖ Juris Doctor Degree from an accredited school
- ❖ Ability to conduct research on Westlaw and manually
- ❖ Ability to work on deadlines
- ❖ Ability to interact professionally with the public, other departments and offices and co-workers.

The position will remain open until filled.