



# COUNTY OF ADAMS COURT ADMINISTRATION

117 Baltimore St., 4<sup>th</sup> Floor, Gettysburg, PA 17325

Phone: 717-337-9846

Website: [www.adamscounty.us](http://www.adamscounty.us)

Don Fennimore, District Court Administrator

## JOB POSTING

### LAW CLERK Court Administration

August 22, 2022

**JOB SUMMARY:** The Law Clerk is responsible for assisting with the efficient and effective operation of the Court System by examining legal issues facing the Court and providing assistance to the Judge as otherwise described. The Law Clerk assists the Judges, Court Administration, and other departments and staff as required/directed by the assigned Judge. The work includes interaction with the Courts, Court Administration, Department of Probation Services, Domestic Relations Section, Clerk of Courts, District Attorney's Office, Children and Youth Services, Prothonotary's Office, and others regarding the processing and scheduling of Court cases.

**HOURS OF WORK:** The individual working in the position of Law Clerk traditionally follows the operating hours of the Adams County Court of Common Pleas, which is Monday through Friday, 8:00 AM to 4:30 PM. However, it is to be understood that the Court may set hours, change start and end times, require working through lunch periods, require overtime work, require weekend and/or evening work, or in any other way adjust schedules as needed to ensure the availability of judicial services to the public and to ensure efficient court operations.

### EDUCATION, EXPERIENCE and TRAINING REQUIREMENTS:

- Bachelor's Degree from an accredited college or university.
- Juris Doctor Degree from an accredited law school.
- Must pass the Pennsylvania State Bar Exam within twelve (12) months of accepting the position of Law Clerk.
- Possess knowledge of relevant laws, statutes, legal processes and procedures.
- General knowledge of Microsoft Office products required; participation in training provided by the employer is expected.
- Knowledge of contemporary office practices and procedures.
- Criminal background checks and clearances, including but not limited to fingerprinting, as directed.

Please submit for confidential consideration to Candi Clark at [cmclark@adamscounty.us](mailto:cmclark@adamscounty.us) :

1. Cover Letter
2. Resume
3. Writing Sample

Or apply at our website [www.adamscounty.us](http://www.adamscounty.us) – click on Employment

This is a full time, exempt position with an excellent full benefits package.

Starting Annual Salary: **\$46,353.58**

A detailed job description is attached and also available from [cmclark@adamscounty.us](mailto:cmclark@adamscounty.us)

Job is posted until filled.

EOE/M/F/V/D