

17th

Judicial District

Law Clerk & Custody/Divorce Hearing Officer

Starting Salary Range:

\$52,000 - \$55,000

Department:

17th Judicial District

Location:

9 W Market St. Middleburg, PA (Snyder County)

Description

Summary: The Law Clerk assists the assigned judge in researching issues before the court and in writing opinions, as well as assists the judge in making legal determinations. The Law Clerk works in compliance with the Rules of the Court's procedures in the Criminal, Civil, Family, Juvenile and Orphan's Court Divisions.

Typical Law Clerk Duties

- Reviews court documents and analyzes legal disputes; evaluates evidence; makes recommendations and renders decisions as appropriate.
- Researches and compiles information regarding local, state and federal laws and ordinances, case law, judicial opinions, mandates and other sources; analyzes and interprets research; makes recommendations to assist Judge in making informed rulings.
 - Prepares legal memoranda, legal opinions and orders, correspondence, court opinions, reports regarding distribution of marital assets and alimony awards, and master reports; submits to Judge for review and approval.
 - Schedules pre-trial conferences and master hearings; notifies parties involved of date, time and location of conferences and hearings; presides over conferences and hearings; renders decisions; maintains related documentation.
 - Determines who should receive correspondence, reports, notices and other materials for cases.
 - Receives and reviews various court documents, legal websites, legal treatises, statutes, regulations, codes ordinances, and other reference materials, or other documentation.
- Communicates with Judges, other Court employees, attorneys, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Typical Custody Hearing Officer Duties

- Reviews all divorce complaints and custody filings for compliance with Rules of Procedure.
- Reviews any filing alleging an emergency basis for relief; prepares proposed orders on filings; holds emergency conferences; and tracks cases sent through mediation process.
- Prepares for and attends custody conferences.

- Prepares timely proposed orders following custody conferences, including next steps for the custody matter.
- Maintains a log of custody conference outcomes and confirms CYS involvement in any custody matter listed for trial.
- Arranges CYS testimony at trial if requested by the Judge; keeping informed of changes in the law regarding custody; and attends conferences regarding the same.
- Assists the District Court Administrator with local rule updates regarding custody to maintain forms and county websites.

Minimum Qualifications Juris Doctor degree plus two years of legal experience, and admission to the PA Bar.

How to Apply:

Please submit your resume and a writing sample to:

District Court Administrator, Kelly Heeter

Snyder County Courthouse 9 W. Market Street, PO Box 217 Middleburg, PA 17813

Or email Kelly Heeter, District Court Administrator - kheeter@snydercounty.org