



Job Title : Chief Law Clerk

Salary:	\$54,804.69- \$57,309.69
Department:	Courts
Location:	Monroe County Courthouse
Posting Date:	Immediately

Description

This position is responsible for aiding the President Judge in the resolution of cases before the Court. The Law Clerk conducts legal research to analyze substantive and procedural questions raised in pleadings; drafts opinions; and attends hearings and trials.

Typical Duties

- Attend pre-trial conferences, hearings, oral arguments, jury and non-jury trials as required; maintain confidentiality of all hearings and testimony.
- Review briefs and legal authorities cited in pleadings for accuracy and application; utilize electronic research methods to conduct extensive research of legal issues raised before the court; determine issues involved; perform comprehensive analyses of issues; draft legal opinions and memoranda for judge's review; ensure proper citations.
- Notify judge of research findings and recommendations; review and summarize issues with judge prior to hearings and oral arguments justify reasoning and conclusions to resolve issues; discuss hypothetical or case-related questions with judge to test rationality of solution; answer follow-up questions received from judge regarding information provided or legal research; revise opinions and memoranda after judicial review.
- Assist judge with all manner of research during trial; compile jury instructions; research and review motions and objections during trial; provide information to judge and other individuals; provide recommendations according to information obtained.
- Maintain current working knowledge of electronic legal research databases, state-managed databases, the Monroe County Law Library, and its contents; maintain thorough and current knowledge of all local, state and federal laws, both statutory and case-created; apply all applicable laws during regular work assignments; read manuals and attend classes, conferences, meetings and/or trainings to keep apprised of changes in legislation and case law.
- Communicate with legal counsel as required; answer and screen incoming telephone calls; route calls appropriately, provide information, and/or take messages as necessary; answer questions from judges, attorneys, staff, outside agencies, the public or other individuals as appropriate; resolve problems in an appropriate and efficient manner.
- Prepare various correspondence to include letters, legal documents, memoranda, timesheets, reports and other documents; review information in said documents for accuracy and completeness; make corrections and/or additions as needed; enter information into computer databases as necessary; maintain copies for departmental files and future reference.
- Cover all judicial assistant responsibilities in the absence of the judicial assistant. This individual must be well-versed in all administrative responsibilities including preparing documents, answering telephones, and knowledge of case management systems.

Minimum Qualifications

- Juris Doctorate from American Bar Association-accredited law school required. Pennsylvania Bar License or actively working toward obtaining Pennsylvania Bar License required. Preferred Qualification: one (1) year of previous legal experience or training.

How to Apply

Please send a resume, transcript, and writing sample to:

Monroe County Courthouse

610 Monroe Street

Stroudsburg, PA 18360

Attention: Ellen DeMaio

eldemaio@monroepacourts.us

Phone: ### | Fax: ### | Email: xxx