



Judicial Law Clerk

Starting Salary Range:	\$67,828.00
Department:	Court Administration
Location:	Easton, PA (Northampton County)
Posting Date:	6/26/2024

Description

The Honorable Jennifer R. Sletvold is seeking a full-time judicial law clerk. This is a One (1) year full-time (Non-Union) position with additional consideration for a longer-term position based upon mutual agreement.

The position requires legal research and writing of opinions/orders and legal memoranda, as well as assisting the Judge during court proceedings and with any other tasks required or requested by the Judge. This Judicial Clerkship presents an opportunity to observe and be professionally involved with all aspects of the legal system as Judge Sletvold handles all types of civil and criminal matters. The law clerk must positively interact with Her Honor and her immediate court staff, as well as with other court-related offices within the county system and with attorneys and their staff personnel.

Typical Duties

- Attend court sessions, i.e., pre-trial conferences, hearings, and trials;
- Observe oral arguments; assist the Judge in taking notes as needed;
- Confer with the Judge on recent legislation and decisions having a bearing on present pending cases;
- Research, interpret and analyze statutes and court precedent on specific questions brought before the Court
- Draft Orders, Opinions and Memoranda as directed by the Judge;
- Recommend appropriate disposition to the Judge;
- Retrieve files, answer phones, and perform any other related office duties as needed by the Judge and staff.

Minimum Qualifications

- Applicants must have a juris doctor degree; however, all levels of legal experience will be considered.

Additional Qualifications/Preferences

- Ability to analyze facts and the law.
- Ability to write in a logical and coherent form in the style requested by the Judge.
- Ability to maintain accurate and well-organized court calendars and work assignment lists.
- Ability to use research software including Lexis Nexis and Westlaw.
- Ability to establish effective working relationships with the Judge, the Judge's staff, and other Court members.

How to Apply

- Interested candidates should submit a cover letter, resume, and a list of three references to Sandy Pascoe via email at spascoe@norcopa.gov or mail it to:

Northampton County Courthouse
Attention: Sandra Pascoe
669 Washington street
Easton, PA 18042