



Judicial Law Clerk

Starting Salary Range:	\$61,875 – 85,800
Department:	Court of Common Pleas Butler County
Location:	Butler, PA (Butler County)
Posting Date:	8/22/2024

Description

Judicial Law Clerk - This position represents a unique opportunity to observe and be professionally involved with all aspects of the legal system. This is a Court-appointed position

Typical Duties

- Legal Research into all areas of applicable Pennsylvania and Federal Law, which may include the review, study, and annotation of laws, rules, court decisions, documents, opinions, briefs and other related legal authorities. Such research is directly related to the decision of actual cases before the Court.
- Review case files, pleadings, petitions and other documents relevant to court proceedings and advise the judge as necessary.
- Draft, prepare and edit court opinions, appellate opinions, legal memorandums, orders, and other written documents as needed or requested by the judge.
- Diligently complete matters taken under advisement by the Court, as well as maintain a list of all cases taken under advisement.
- Other duties as assigned.

Minimum Qualifications

- Law clerks must be a graduate of an accredited law school. Third year students at an accredited law school who are no more than one semester away from graduation may be considered for employment as a law clerk on a case-by-case basis. All law clerks must take and pass the Pennsylvania Bar Examination within one year of being hired, if this has not been achieved by the date of hire.

Additional Qualifications/Preferences

- Law clerks must be proficient at performing all types of necessary legal research.
- Law clerks must be able to exhibit extremely well-developed language skills in both written and verbal communications. Familiarity with a large vocabulary of legal and generic words is required.

How to Apply

Individuals interested in applying for this position must submit the following:

- letter of interest
- Butler County job application (accessible at: <https://www.butlercountypa.gov/DocumentCenter/View/967/Job-Application-PDF>)
- writing sample
- brief resume to: Cheryl Hall chall@co.butler.pa.us
Butler County Courthouse, PO Box 1208, Butler, PA 16003