

# COURT OF COMMON PLEAS OF PIKE COUNTY, PENNSYLVANIA

## JUDICIAL LAW CLERK

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### DESCRIPTION:

This position performs legal research and writing in varied areas of civil, criminal and appellate law to assist and advise the Judge in deciding legal issues for civil and criminal litigation. The work is performed directly under the supervision of President Judge Gregory H. Chelak. This position will work with President Judge Gregory H. Chelak, Court Administration and court staff to assist with the efficient and effective operation of the Court System.

### ESSENTIAL DUTIES:

- Draft opinions, memoranda and orders
- Reviews court documents and analyzes legal disputes within;
- Research and analyze legal issues
- Track motion and briefing schedule deadlines
- Assist judges in administrative duties as required
- Assist judges in preparing for civil and criminal trials
- Assist judges during hearings and trials
- Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software (CPCMS, INFOCON and LexisNexis).

### MINIMUM QUALIFICATIONS:

- Juris Doctor Degree from an accredited law school
- Admitted to practice law in Pennsylvania *or* admission upon successful completion of the Pennsylvania Bar Exam within one year of the date of hire
- Knowledge of contemporary office practices and applications
- Ability to reason, analyze and effectively communicate
- Ability to manage time and meet deadlines
- Ability to interact with attorneys, court staff, county employees and the public in a professional, congenial and efficient manner

### HOURS OF WORK:

The individual working in the position of Law Clerk traditionally follows the operating hours of the Pike County Court of Common Pleas, which is Monday through Friday, 8:30 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, 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.

**ANNUAL SALARY: \$53,000** with benefits

**HOW TO APPLY:** Send letter of interest, resume and writing sample to the attention of Samantha Venditti, Esq., District Court Administrator at [svenditti@pikepa.org](mailto:svenditti@pikepa.org) or 412 Broad St, Suite #4, Milford, PA 18337