



# Judicial Law Clerk

Starting Salary Range:

\$70,000.00/year, plus benefits

Department:

Courts

Location:

Indiana, PA (Indiana County)

Posting Date:

5/23/2025

## Judicial Law Clerk

*Indiana County Court of Common Pleas  
40<sup>th</sup> Judicial District*

### Typical Duties

Indiana County Court of Common Pleas is seeking a highly skilled Judicial Law Clerk. The selected candidate for this position will serve the full bench of the Indiana County Court of Common Pleas. Concise writing, mindfulness of impending deadlines, and the ability to work productively with or without supervision are considered essential skills and abilities for this position. The selected candidate must further be able to work harmoniously with all three judges and associated court staff. This is not a remote or hybrid position; the selected candidate will be expected to work on-site.

The Judicial Law Clerk will be responsible for the following tasks:

- Conducting complex legal research and analysis to support judicial decision-making;
- Summarizing and analyzing case law and statutes;
- Drafting judicial opinions, memorandums, and orders;
- Assisting with preparation for hearings, trials, and other court proceedings;
- Attending court proceedings;
- Communicating professionally with litigants, witnesses, and other members of the legal community;
- Maintaining the Indiana County Law Library and assisting the public with legal research, as appropriate;
- Assisting with jury selection; and,
- Performing other duties as assigned.

### Minimum Qualifications

Candidates must possess a Juris Doctorate degree from an ABA-approved law school. Bar membership is preferred. Prior experience (greater than three years) as a judicial law clerk and/or prior experience (greater than five years) as a practicing attorney is required.

### Additional Qualifications/Preferences

Qualifications for this role include, but are not limited to:

- Exceptional writing skills;
- Excellent analytical and critical thinking skills;
- Strong communication and organizational skills;
- Professional and collaborative work ethic;

Indiana County Court of Common Pleas  
825 Philadelphia Street  
Indiana, PA 15701

- Experience maintaining confidential information;
- Experience meeting deadlines and multi-tasking;
- Familiarity with legal research software and databases;
- Knowledge of Pennsylvania case law and rules of procedure; and,
- Compliance with all Indiana County policies and procedures as set forth in the Employee Manual, revised on January 6, 2020.

## **How to Apply**

Applications must include the following materials:

- Cover Letter;
- Resume;
- Law School and, if applicable, graduate transcripts;
- Self-edited writing sample; and,
- A list of references with contact information.

Submission deadline:

June 30, 2025

Submit applications to:

Court Administration  
Indiana County Court of Common Pleas  
825 Philadelphia Street  
Indiana, PA 15701

-or-

[kmccombie@indianacountypa.gov](mailto:kmccombie@indianacountypa.gov)

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825 Philadelphia Street  
Indiana, PA 15701