



JUNE 26, 2025

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

JUDICIAL LEGAL SPECIALIST/LAW CLERK

JUDGE KATHERINE OLIVER

PC #27130

Position Overview

Department:

Court Administration
Courthouse, 1st Floor
102 South Allegheny Street
Bellefonte, PA 16823
Judge Katherine Oliver

Base Pay:

Salary Grade: 18
\$35.35/hour
Exempt

Shift Available:

Full—Time (40 Hours)
8:00am—4:00pm

Required Education:

- Juris doctorate (J.D.) degree, preferably from an ABA-approved law school.
- Admission , or actively seeking admission, to the Pennsylvania Bar Association to practice before the courts of the Commonwealth of Pennsylvania.

Required Experience:

- None Required

Applications:

Applications for this position will be accepted **until a suitable candidate is selected.**

Summary of Job Functions

- Possesses and applies knowledge of Pennsylvania civil and criminal law, including but no limited to constitutional law, rules of procedure, statutory law, case law, rules of evidence, and other court rules.
- Conducts legal research with knowledge of online research platforms, legal reference materials, and application of efficient legal research techniques.
- Reviews pleadings, petitions, motions, briefs, and other legal documents filed with the Court. Engages in discussions with Judge to implement court of action to timely resolve issues raised in legal filings.
- Assists Judge in researching complex legal issues before the Court. Researches and consults with the Judge on legal issues arising before, during, and after court proceedings.
- Attends court proceedings to assist the Judge with complex legal issues which may arise.
- Drafts opinions, orders, and memoranda in a logical and coherent manner in the style required by the Judge.
- Maintains accurate and well-organized court calendars and work assignment lists. Tracks cases pending decision by the Court and timely updates the Judge.
- Communicates and responds to attorneys, litigants, court personnel, and the public regarding administrative questions to the court docket.
- Establishes effective working relationships with the Judge, judicial assistants, other Judges and their staff, Court Administrator, and other court personnel.
- Assists with public legal functions, i.e., mock trials, Law Day, etc.
- Assists in supervising extern law students.
- Assists Senior Judges and Visiting Judges in the performance of their duties.
- Assists the Court as a Designated Reviewer for the Guardian Tracking System.
- Manages the law library.
- Provides technical and legal guidance to court personnel.
- Attends seminars, trainings, and meetings as required.
- Performs other job-related duties as required.

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