

Judicial Law Clerk



Department:
Location:
Posting Date:

Court of Common Pleas
Lewistown, Pennsylvania
7/23/2025

Description

The purpose of this position is to assist the Judge in preparing for court and disposing of cases on the court's docket. Assist the District Court Administrator with case-flow management and other duties as assigned.

The position is to begin in August 2025.

Applications will be accepted until the position is filled.

Typical Duties

- Assists the Judge in researching legal issues before the court. Research and consult with the Judge on complex legal issues arising before, during and after court proceedings.
- Attend court proceedings to assist the Judge with any difficult legal issues which arise.
- Draft opinions, orders and other legal documents for the Judge's review.
- Review complaints, answers, petitions and other documents filed with the court.
- Actively track cases pending decision by the court and timely update the Judge and/or District Court Administrator concerning same.
- Communicate with attorneys concerning issues coming and already before the court. Respond to queries from attorneys, litigants, court and county staff and the general public.
- Maintain the court's computer-based research software. Assist general public with research issues within the Mifflin County Law Library from time to time.
- Act as Mental Health Review Officer.
- Perform any other duties as may be assigned from time to time by the Judge or Court Administration.

Minimum Qualifications

- Law school graduate.
- Possess strong organizational skills; ability to prioritize and coordinate work. Satisfactory drug test and criminal background check required.
- Commitment of a minimum of one year.
- Admitted to practice in Pennsylvania or be eligible to sit the Pennsylvania Bar exam by their graduation from an accredited law school.

How to Apply

- Interested applicants can email their letter of application and resume to Rachel Burchfield at rburchfield@mifflincountypa.gov. For questions, telephone 717-248-4613.

The 58th Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Court will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

20 North Wayne Street, Lewistown, PA 17044