

Judicial Law Clerk



Starting Salary Range:

\$53,551.02

Department:

Court of Common Pleas

Location:

Lewistown, PA (Mifflin County)

Posting Date:

September 2025

Description

Typical Duties

- 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

- The judicial law clerk must be a law school graduate.
- Must possess strong organizational skills; ability to prioritize and coordinate work.
- Satisfactory drug test and criminal background check required.

Additional Qualifications/Preferences

Applicants should have experience in researching and drafting memoranda and opinions. Applicants should be willing to commit a minimum of one (1) year. Applicants must be admitted to practice in Pennsylvania or be eligible to sit for the Pennsylvania Bar examination by their graduation from an accredited law school.

How to Apply

The Mifflin County Court of Common Pleas has an opening for a judicial law clerk to begin as soon as possible.

Interested applicants can email their letter of application and resume to rburchfield@mifflincountypa.gov or mail them to Judges' Chambers, Mifflin County Courthouse, 20 North Wayne Street, 3rd Floor, Lewistown, PA.

Applications will be accepted until the position is filled.

For inquiries, contact the Court office by telephone at 717-248-4613.