



Law Clerk – McKean County

Starting Salary Range:

\$72,000- \$75,000 per year based on experience and/or work history

Department:

McKean County Court of Common Pleas

Location:

Smethport, PA 16749

Posting Date:

05/22/2026

Description

Law clerk performs duties for two Court of Common Pleas Judges and works closely with Court Administration. Duties include conducting legal research, preparing bench memos, drafting orders and opinions, proofreading Judges' orders and opinions, verifying citations, assisting with case management, attending court proceedings, and maintaining the law library. The work is performed directly for and under the supervision of an assigned Judge serving on the Court of Common Pleas. The position is both a paid position and a learning experience.

The law clerk reports directly to the Common Pleas Judges.

Hours: Full-time 35 hours/week

Typical Duties

- reviewing pretrial briefs and other submissions for completeness; summarizing information presented; identifying pertinent issues and other noteworthy elements.
- conducting research into precedential and related cases, laws and opinions; summarizing such findings, including likely outcome based on information available.
- attending court hearings and trials; observing proceedings and taking notes on arguments, points made, testimony presented and other activities of potential use in reaching decisions.
- conferring with judge when questions of law arise during proceedings; researching such questions so trial or hearing can continue unimpeded.
- attending pretrial conferences to identify issues raised, points of law to be addressed and any particular circumstances that may arise during trial.

Minimum Qualifications

- A Juris Doctorate from an accredited law school is required or
- 3rd year law students may also submit an application but cannot begin employment until the law degree is obtained.

How to Apply

- Mail or email resume, unofficial law school transcript and writing sample to:
 - **Patricia Brown, Court Administrator**
- by email at PABrown@mckeancountypa.gov

Questions regarding the application process and/or requests to speak with McKean County's current law clerks should be directed to Patricia Brown, Court Administrator, by email at PABrown@mckeancountypa.gov or by telephone at (814) 887-5571 x4306.

McKean County Courthouse
500 W. Main St
Smethport, PA 16749