

Judicial Law Clerk

Summary: Judicial Law Clerk provides assistance to a Judge in researching issues before the Court and by drafting opinions and bench memoranda. A Judicial Law Clerk will also assist the Judge in making legal determinations based on review of the record. A Judicial Law Clerk should be familiar with the procedural rules for Criminal, Civil, and Orphans Courts.

ESSENTIAL REQUIREMENTS, DUTIES, AND RESPONSIBILITIES:

- Draft Opinions and Orders
- Research legal issues before the Court
- Draft Opinions and Memoranda for Appeals
- Review Opinions generated by the Superior and Supreme Court.
- Track motion and briefing schedule timelines
- Respond to inquiries from various County departments
- Assist Judge in administrative duties; correspondence, phone calls, administrative orders
- Assist Judge in preparation for civil and criminal trials
- Assist Judge during hearings and trials

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Juris Doctor degree from an ABA accredited law school
- Ability to conduct legal research using publications as well as on-line tools
- Ability to manage time and provide work product for the Judge in an efficient and expedient manner
- Ability to interact with attorneys, court staff, county employees, and the public in a professional, congenial, and efficient manner

Open Date: 9/4/2020

Close: Applications accepted until position is filled.

Salary: \$45,000/year

Anticipated Start Date: Immediately

Please submit resume and a writing sample to:

Dennis Buffone, Esq., Head Law Clerk

djbuffone@co.armstrong.pa.us