

JOB POSTING

JOB TITLE: Law Clerk
DEPARTMENT: Court of Common Pleas of Lycoming County, Pennsylvania
SUPERVISOR: President Judge Nancy L. Butts
STARTING SALARY: Law Clerk – \$38,548.49 plus benefits (See Qualifications)
Law Clerk I – \$42,179.89 plus benefits (See Qualifications)
Law Clerk II – \$50,548.35 plus benefits (See Qualifications)
HOURS: 37.5 hours weekly
START DATE: October 1, 2018
DATE POSTED: July 2018

GENERAL DESCRIPTION

This law clerk will aid and expedite research on legal issues presented to the Judges, prepare initial drafts of opinions, check and brief citations of authority submitted by counsel, and perform such other duties as are assigned by the Judges to aid in the orderly disposition of court-related matters.

SPECIFIC DUTIES

- Prepare legal memorandums, opinions, and orders for the Judges' review
- Perform legal research
- Clearly understand legal concepts as they are presented in Court by the attorney
- Read and analyze parties' briefs and other documents submitted to the Court
- Conceptually analyze legal arguments to assist the Judges in drafting legal opinions
- Stay apprised of new developments in the law
- Prepare files for court hearings
- Prepare jury charges in criminal and civil trials
- Assist the Office of the District Court Administrator and others in answering legal questions
- Other duties as assigned

QUALIFICATIONS

- Law Clerk (starting salary of \$38,548.49 plus benefits) – Graduate of an accredited college or university with a degree in law
- Law Clerk I (starting salary of \$42,179.89 plus benefits) – Graduate of an accredited college or university with a degree in law, admission to practice law before the Supreme Court of Pennsylvania, and less than one (1) year of related experience
- Law Clerk II (starting salary of \$50,548.35 plus benefits) – Graduate of an accredited college or university with a degree in law, admission to practice law before the Supreme Court of Pennsylvania, and at least one (1) year of related experience
- Preferred knowledge of criminal, civil, and family law, but not required
- Ability to communicate clearly and concisely

- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Possession of strong organizational skills and attention to detail
- Ability to work independently
- Ability to establish and maintain effective working relationships with other Court employees and Court-related personnel
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public
- Commitment of at least two years to the position

As a candidate hired as a “Law Clerk” attains the qualifications of a “Law Clerk I” or “Law Clerk II,” the successful candidate’s salary will increase accordingly.

WORKING CONDITIONS

- Typical office and courtroom environment

INSTRUCTIONS

All interested candidates should submit a letter of interest, resume, references, and law school transcript to the attention of Adrienne J. Stahl, Office of the District Court Administrator, 48 West Third St., Williamsport, PA 17701 or astahl@lyco.org.

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.