



**COURT OF COMMON PLEAS OF MIFFLIN COUNTY
58th JUDICIAL DISTRICT OF PENNSYLVANIA**

**Mifflin County Courthouse
20 North Wayne Street
Lewistown, PA 17044**

**DAVID W. BARRON, PRESIDENT JUDGE
AARON L. GINGRICH, JUDGE
RICK WILLIAMS, SENIOR JUDGE**

**PHONE (717) 248-4613
FAX (717) 248-8337**

September 5, 2018

Re: Judicial Law Clerk Position

The Mifflin County Court of Common Pleas will have an opening for a judicial law clerk to begin in the near future. Interested applicants should mail a letter of interest and resume to The Honorable Aaron L. Gingrich, Judge's Chambers, Mifflin County Courthouse, 20 North Wayne Street, 3FL, Lewistown, PA 17044. A writing sample should also be included.

Applicants should have experience in researching and drafting of memorandums and opinions. Applicants should be willing to make a commitment for 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 virtue of their graduation from an accredited law school.

If you have questions, please feel free to contact the Court Office by telephone (717) 248-4613.

Sincerely,

Rachel J. Burchfield
Case Coordinator

Mifflin County Position Description

Position Title: Judicial Law Clerk

Department: Courts

Rev. Date: December 2014

Reports To: Judge Gingrich
Court Administrator

Purpose of Position

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.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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 Training and Experience Required to Perform Essential Job Functions

The judicial law clerk must be a law school graduate.

Must possess strong organizational skills; ability to prioritize and coordinate work.

Satisfactory criminal background check required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Working knowledge of computers and various software programs with emphasis on Word and Excel. Ability to operate a variety of office equipment.

Ability to conduct hard bound volume-based legal research.

Language Ability and Interpersonal Communication

Ability to effectively draft legal documents for the court; ability to communicate courteously and effectively both verbally and in writing with the Judge, attorneys, courthouse office personnel, jurors, other county offices and the general public.

Ability to communicate with attorneys and courthouse office personnel.

Environmental Adaptability

Ability to work effectively in an office environment.

Note: Pennsylvania Rule of Appellate Procedure 3121 prohibits the practice of law by appellate court staff except in limited circumstances. Pursuant to the Supreme Court's Per Curiam Order dated December 11, 2014 (effective September 11, 2015), all law clerks employed in the Unified Judicial System are prohibited from appearing as counsel in the division/section of the court in which they are employed or in which the Judge by whom they are employed serves. Further, in courts which have no formally established divisions or sections, the law clerks are prohibited from appearing as counsel in the court itself. Section 2.B of the Personnel Policies of the Unified Judicial System of Pennsylvania also provides restriction on the practice of law by state-level staff.

Any outside employment or commercial activities by law clerks must be reported, in writing, in advance, to the employing Judge or supervisor and to the Chief Justice or President Judge depending upon which court employs the law clerk.

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.