



Employee Job Description

Department: Court of Common Pleas

Position Title: Judicial Law Clerk

Pay Classification: LCLK1 – 10 \$54,080.00/yr.

Reports To: Assigned Court of Common Pleas Judge

Date of Job Description Creation/Update: 3/1/24

Overall Descriptions of the Position:

The Judicial Law Clerk position is responsible for assisting with the efficient and effective operation of the Court System by examining legal issues facing the Court and providing assistance to the Judges as otherwise described.

Position Requirements:

- ◆ Minimum Education and/or Experience Required:
 - Bachelor's Degree from an accredited college or university
 - Juris Doctor Degree from an accredited law school
 - Possess knowledge of relevant laws, statutes, legal processes, and procedures
 - If not already licensed to practice in Pennsylvania, successful completion of the Pa. Bar exam is required within one year of the date of hire
- ◆ Ability to practice effective time management, organization skills and to concentrate and work on details of several cases at once.
- ◆ Ability to work effectively with the public, co-workers, subordinates, and government officials
- ◆ Effective communication and interpersonal skills
- ◆ High level of confidentiality required

Position Duties:

- ◆ Review Civil and Criminal Filings (Complaints, Petitions, Motions, etc.)
- ◆ Perform Legal Research regarding:
 - Civil and Criminal Filings (Complaints, Petitions, Motions, etc.)
 - Hearings / Trials (Argument Court, Motions Court, etc.)
 - Opinions / Orders to be filed by the Court
- ◆ Brief a Judge on the contents of filing and applicable law

- ◆ Draft legal documents including: opinions, orders, memoranda, PFA petitions/orders, etc. to be provided to a judge and/or filed in Mercer County and/or Appellate Court
- ◆ Attend Argument Court, Motions Court, Temporary and Final PFA Hearings, etc.
- ◆ Consult with a Judge and recommend decisions on arguments, motions, petitions, etc.
- ◆ Prepare Petitions (when not done by AWARE), Temporary Orders, Continued Orders, Amended Orders, Final Orders, Notice of Hearings, etc.
- ◆ Coordinate with AWARE, Sheriff's Department, Court Administration, Prothonotary's Office, Judicial Assistants, and (on occasion) State Police on issues involving PFAs, scheduling PFAs, etc.
- ◆ Review guardianship reports of guardians of the person and of the estate of incapacitated persons using the statewide Guardianship Tracking System (GTS)
- ◆ Discuss concerns vis-à-vis guardianship reports with guardians and judges
- ◆ Coordinate with Orphan's Court concerning guardianship reports
- ◆ Schedule, attend, assist in deciding, and draft opinions/orders resulting from hearings concerning deficient reports
- ◆ Make and receive phone calls, send and receive e-mails when Judicial Assistants are unable or unqualified, including from attorneys and/or court staff at the county of appellate level involving legal issues.

To Apply:

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and resume to the following:

Mercer County HR Department
125 S Diamond St., Suite 17
Mercer, PA 16137

*** The County of Mercer Standard Application can be found at www.mercercountypa.gov or can be obtained by stopping by the Human Resources Office located on the basement level of the Mercer County Courthouse.

Deadline to Apply: March 30, 2024