

LAW CLERK JOB OPENING

JOB TITLE: Law Clerk for Judge(s) of Common Pleas of Tioga County
DEPARTMENT: Courts
SUPERVISOR: President Judge George W. Wheeler

DESCRIPTION: This position is responsible for assisting the President Judge and Senior Judges efficiently and effectively in the resolution of cases before the Court. The Law Clerk assists Court Administration, the Judges, and other staff as required.

HOURS OF WORK: The individual working as a Law Clerk will follow the operating hours of the Tioga County Court of Common Pleas, which is Monday through Friday from 8:00 AM to 4:30 PM; however, it is to be understood that the Court may in any way adjust the schedule as necessary to ensure efficient court operations.

SPECIFIC DUTIES:

- Assist Judge(s) with all manners of research during hearings; provide recommendations according to information obtained.
- Conceptually analyze legal arguments to assist the Judge(s) in drafting legal opinions.
- Attend pre-trial conferences, hearing, oral arguments, jury and non-jury trials as required; maintain confidentiality of all hearings and testimony.
- Read and analyze parties' briefs and other documents submitted to the Court.
- Assist the Court Administrator and others in answering legal questions. Research to resolve questions in an efficient and appropriate manner.
- Maintain thorough and current knowledge of all local, state and federal laws, both statutory and case-created. Individually keep apprised of new developments in the law.
- Prepare files for court hearings and jury charges in criminal and/or civil trials; compile jury instructions; review and research motions during trial.
- Communicate with legal counsel and others as required.

WORKING CONDITIONS: Normal office and Courtroom surroundings

JOB REQUIREMENTS/CLASSIFICATION: Graduate of an accredited law school with a Juris Doctorate at the date of commencement of employment.

SALARY: Commensurate with experience. Full benefits package.

Please respond to:
Randi L. Bubb, District Court Administrator
Tioga County Courthouse, Court Administration
118 Main Street
Wellsboro, PA 16901
Phone: 570-724-9380
Email: rbubb@tiogacountypa.us

Please include resume, letter or interest, references, and interview availability.