

POSITION TITLE: Law Clerk

DEPARTMENT (S): Court Administration

The annual salary for this position is \$61,000.

GENERAL DESCRIPTION OF DUTIES

The Beaver County Court of Common Pleas is seeking a judicial law clerk to work closely with a Judge presiding primarily over civil and family law cases. The law clerk will draft legal opinions and orders, analyze the application of law to fact scenarios of particular cases, and make recommendations based on relevant law and rules of procedure. Work involves working closely with lawyers, pro se litigants, and other Courthouse staff. Work is performed under the general direction of the Judge who relies on the law clerk to accurately interpret the law and apply the law to the facts of a given case.

ESSENTIAL FUNCTIONS

Attends and observes court hearings, conferences, and trials.

Reviews exhibits, testimony, and other hearing and trial materials to assist the Judge in rendering decisions.

Draft opinions and court orders for the Judge.

Conduct legal research to prepare the Judge for hearings, conferences, and trials.

Reviews and summarizes pending cases, including arguments made by attorneys for the judge's review, and makes recommendations as to how various matters should be resolved.

Reviews pleadings from attorneys and pro se litigants for completion and accuracy, particularly to ensure compliance with procedural rules, and advise the Judge of any procedural defects.

Assists attorneys and pro se litigants regarding pleadings as necessary.

Conducts interviews of PFA petitioners and makes recommendations to the Judge; and closely assists with PFA hearings.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree and Juris Doctorate; supplemented by little or no previous experience or training.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable

accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.