



Criminal Law Clerk

Department: Court of Common Pleas of Lycoming County, Pennsylvania

DESCRIPTION

This criminal 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 judicial review
- Perform legal research
- Analyze factual and legal issues
- Understand and analyze legal arguments as they are presented by the parties
- Analyze parties' briefs and other documents submitted to the Court
- Prepare files for court proceedings
- Track case activity
- Prepare jury charges
- Stay apprised of new developments in the law
- Answer telephone calls
- Perform other duties as assigned

SUPERVISORS

The Honorable Eric R. Linhardt and the Honorable Ryan C. Gardner, Judges of the Court of Common Pleas of Lycoming County, Pennsylvania

WORKING CONDITIONS

- Typical office and courtroom environment

HOURS

37.5 hours weekly

QUALIFICATIONS

- Graduate of an accredited college or university with a degree in law
- Commitment of at least two years to the position; however, the term of the position can be extended or become permanent if desired by the Judges and Law Clerk
- Knowledge of criminal law
- Outstanding legal reasoning and writing skills
- Ability to communicate clearly and concisely
- Possession of strong organizational skills and attention to detail
- Ability to work independently
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- 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

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.

Application Instructions:

All interested candidates should submit a letter of interest, resume, references, writing sample, and law school transcript to the attention of Adrienne J. Stahl, Lycoming County District Court Administrator.

To apply, visit [Lycoming County Careers](#) or scan the QR code below:

Please follow the website instructions and submit your resume and cover letter as requested.



For further assistance, please contact County of Lycoming Recruiting at: 570-320-2100

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Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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