



# JUDICIAL LAW CLERK

## COURT OF COMMON PLEAS

### **Amenities:**

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

### **Position Summary:**

The Court of Common Pleas of Northumberland County is seeking a judicial law clerk in Eighth Judicial District in Sunbury, Pennsylvania. The position is currently open and the start date is flexible. Applications will be received until the position is filled.

### **What You'll Do:**

- The successful candidate will assist Her / His Honor with legal research, case management, and the writing of Opinions/Orders.
- This Judicial Clerkship represents a unique opportunity to observe and be professionally involved with all aspects of the legal system. Judges in Northumberland County handle any and all types of civil and criminal cases that come through the court system, unlike certain counties where Judges are assigned to a particular division. If you want to learn about every aspect of the legal system, this clerkship is for you.

### **Job Requirements/Skills & Abilities:**

- Knowledge with legal research.
- Knowledge of Case management.
- Knowledge of writing orders/opinions.

### **Minimum Training & Experience:**

- Candidates must possess a Juris Doctor degree.

**Employment Category:**

- Full Time

**Application Process:** Interested candidates should submit a cover letter, resume, writing sample and a list of three references to Kevin F. O’Hearn via email at [kevin.ohearn@norrycopa.net](mailto:kevin.ohearn@norrycopa.net)

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

