Law Clerk – Honorable Steven R. Serfass

Department: Court Administration
Location: Jim Thorpe, PA
Hours: (M-F) 8:30am – 4:30pm- Hours may vary occasionally depending on the needs of the Court

Salary: $46,482 – $48,830 (if member of PA Bar)
Post Date: October 8, 2026
Application Deadline: Posted until filled

Department Profile:

This is a professional class position which assists the Judges of the Carbon County Court System by conducting legal research, drafting opinions, memorandums and letters, and assisting with other professional legal duties.

Typical Duties

Applicant must be able to research, interpret and apply laws, court decisions and other legal authorities; write opinions, orders, and legal memorandums for the Court; review pre-trial memoranda, petitions, motions and other case matters on pertinent issues and applicable laws; review divorce matters and supporting documentation and adoption petitions; assist Judge with legal correspondence; interact with internal departments frequently responding to their inquiries; interpret new legal rulings and procedures; review and assemble appropriate jury instructions for trial; answer telephone and respond to routine inquiries from public and attorneys; attend court hearings and trials and take notes.

Minimum Qualifications

Education and Training - Law Degree from an ABA accredited law school required. Admission to the Pennsylvania Bar preferred, but not required upon hiring; will consider applicants who are awaiting or have only taken the Bar Exam. Good written communication, research and computer skills necessary.

Work Experience - None required. Prior clerk experience is a plus.

How to Apply

Applications to be filed with Karen Sweeney in Court Administration.
Application and job description may be obtained from:
Karen Sweeney, Assistant Court Administrator
Carbon County Courthouse, Court Administration Office, 3rd Floor
4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229
Telephone: (570) 325-8556 Extension 3200, Fax (570) 325-9449
Email: klsweeney@carboncourts.com and the application may be downloaded on line at www.carboncourts.com

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.