

**CARBON COUNTY COURT OF COMMON PLEAS
JOB NOTICE**

NOTICE DATE: February 10th, 2021

Application and job description may be obtained from:
Kelly J. Hamm, Assistant Court Administrator
Carbon County Courthouse,
4 Broadway, P. O. Box 131, Jim Thorpe, PA 18229
Telephone – (570) 325-8556, Extension #3202, Fax – (570) 325-9449
Email: jdonnelly@carboncourts.com and khamm@carboncourts.com
or the application can be downloaded online at www.carboncourts.com

APPLICATION DEADLINE DATE: Until filled

Applications to be filed with Kelly Hamm in the Court Administration Office, 3rd Floor, Carbon County Courthouse, 4 Broadway, Jim Thorpe, PA 18229.

Submit job application along with a resume and a substantive writing sample to the above-mentioned address or email(s).

DEPARTMENT: Court Administration – Judicial Staff

POSITION: Law Clerk

SALARY RANGE: \$39,057.20 to \$41,423.20 (if member of PA Bar).
Additional compensation for reviewing divorce files;
and arbitrations (if member of PA Bar).

HOURS WORKED: Monday through Friday - normally between 8:30 A.M. and 4:30 P.M.
Hours may vary occasionally depending on the needs of the Court.

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.

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.

QUALIFICATIONS

EDUCATION/TRAINING - Law Degree plus admission to the Pennsylvania Bar (preferred); however, 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.

AN EQUAL OPPORTUNITY EMPLOYER