



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: DECEMBER 28, 2018

CLOSING DATE: JANUARY 14, 2019

TITLE: LAW CLERK

GRADE: NB14

**DEPARTMENT: COURT
ADMINISTRATION**

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$21.64 HOUR/ \$42,198/YEAR HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Performs legal research and assists in the drafting of opinions for the Common Pleas Court judges.

DUTIES & RESPONSIBILITIES:

Performs legal research for the purposes of deciding cases and writing opinions. Drafts opinion documents. Consults with judges concerning researches. Attends hearings.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of appropriate methods of performing legal research. A working knowledge of American legal philosophy. The ability to communicate in written form clearly and concisely. Ability to think clearly.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Graduation from an ABA accredited law school.