

County of Berks

POSITION DESCRIPTION FORM

Position Title: Law Clerk I

Department: Court Administration Reports To: (Title) Supervising Judge

Wage Category: Exempt Non-Exempt

EEO-1 Category: Professionals Union Classification: N/A

POSITION SUMMARY:

This position performs legal research work reviewing briefs and similar legal documents, determining pertinent issues, conducting research into statutes, precedents and other circumstances bearing on such issues, and drafting opinions, orders, adjudications and similar documents. The work is performed directly for and under the supervision of an assigned judge serving on the Court of Common Pleas.

POSITION RESPONSIBILITIES:

Essential Functions

1. Reviews pretrial briefs and other submissions for completeness; summarizes information presented, indentifying pertinent issues and other noteworthy elements; conducts research into precedential and related cases, laws and opinions; summarizes such findings, including likely outcome based on information available; submits such information to assigned judge; prepares multiple summaries for all judges involved in en banc panel (or argument court) cases.
2. Attends court hearings and trials, observing proceedings and taking notes of arguments, points made, testimony presented and other activities of potential use in reaching decisions; confers with judge when questions of law arise during proceedings; researches such questions so trial or hearing can continue unimpeded; attends pretrial conferences to identify issues raised, points of law to be addressed and any particular circumstances that may arise during trial; anticipates likelihood of such points of law, motions and other procedural issues and prepares research/opinions necessary to resolve same.

Effective Date 11/2001

Revision Date

3. Discusses cases with judge, insuring consideration of all salient points raised and related issues of law; expresses opinion and insures understanding of judge's viewpoint and intention; drafts opinions and orders for cases, including both civil and criminal, sentencing decisions and related matters; insures proper citation of applicable statutory and precedential guidelines; answers judge's questions about citations, intent and other elements of such drafts; receives final documents from judge; may edit for style, grammar, or other non-legal matters.

Non-Essential Functions

MINIMUM EDUCATION AND EXPERIENCE:

1. Education equivalent to completion of a law degree from an accredited college or university, and eligibility for admittance to the Pennsylvania Bar.
2. One (1) year of experience.
3. Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of the terminology, procedural forms, and documentary practices employed in the judicial system.
2. Thorough knowledge of research methods and techniques, sources and citations commonly employed in the judicial system.
3. Knowledge of the statutes, regulations, structure and operations of the civil and criminal system as applicable to the Court of Common Pleas.
4. Knowledge of the principles of principles, procedures, and practices of civil and criminal trials, hearings and related court activities.
5. Ability to analyze legal documents, identify pertinent issues and summarize findings and conclusions.
6. Ability to observe court proceedings and document activities and issues raised.
7. Ability to draft opinions, memoranda, and related legal documents expressing applicable relevant law and precedent, and judicial viewpoints.

PHYSICAL DEMANDS:

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds a distance of fifteen (15) feet or less.

WORKING ENVIRONMENT:

Normal Office Environment

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.