



COURT OF COMMON PLEAS OF MIFFLIN COUNTY
58th JUDICIAL DISTRICT OF PENNSYLVANIA

Mifflin County Courthouse
20 North Wayne Street
Lewistown, PA 17044

DAVID W. BARRON, PRESIDENT JUDGE
AARON L. GINGRICH, JUDGE

PHONE (717) 248-4613
FAX (717) 248-8337

December 2023

Re: Judicial Law Clerk Position

The Mifflin County Court of Common Pleas will have an opening for a judicial law clerk to begin immediately. Interested applicants should mail a letter of application and resume to The Honorable David W. Barron, President Judge, Judge's Chambers, Mifflin County Courthouse, 20 North Wayne Street, 3FL, Lewistown, PA 17044. A writing sample should also be included.

Applicants should have experience in researching and drafting of memorandums and opinions. Applicants should be willing to make a commitment for a minimum of one (1) year. Applicants must be admitted to practice in Pennsylvania or be eligible to sit for the Pennsylvania Bar examination by virtue of their graduation from an accredited law school.

If you have questions, please feel free to contact the Court Office by telephone (717) 248-4613.

Sincerely,

Rachel J. Burchfield
Deputy District Court Administrator

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Working knowledge of computers and various software programs with emphasis on Word and Excel. Ability to operate a variety of office equipment.

Ability to conduct hard bound volume-based legal research.

Language Ability and Interpersonal Communication

Ability to effectively draft legal documents for the court; ability to communicate courteously and effectively both verbally and in writing with the Judge, attorneys, courthouse office personnel, jurors, other county offices and the general public.

Ability to communicate with attorneys and courthouse office personnel.

Environmental Adaptability

Ability to work effectively in an office environment.

Note: Pennsylvania Rule of Appellate Procedure 3121 prohibits the practice of law by appellate court staff except in limited circumstances. Pursuant to the Supreme Court's Per Curiam Order dated December 11, 2014 (effective September 11, 2015), all law clerks employed in the Unified Judicial System are prohibited from appearing as counsel in the division/section of the court in which they are employed or in which the Judge by whom they are employed serves. Further, in courts which have no formally established divisions or sections, the law clerks are prohibited from appearing as counsel in the court itself. Section 2.B of the Personnel Policies of the Unified Judicial System of Pennsylvania also provides restriction on the practice of law by state-level staff.

Any outside employment or commercial activities by law clerks must be reported, in writing, in advance, to the employing Judge or supervisor and to the Chief Justice or President Judge depending upon which court employs the law clerk.

The 58th Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Court will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.