

**Judicial Law Clerk**  
22<sup>nd</sup> Judicial District of Pennsylvania  
Wayne County

Location: Wayne County Courthouse, 925 Court Street, Honesdale, PA 18431  
Position Type: Non-bargaining, Full-time (35 hours/week), benefits eligible  
Salary: Negotiable

Description: Immediate opening for a Judicial Law Clerk

This position will work with the senior law clerk, court administration and court staff to assist both President Judge Janine Edwards and Judge Matthew L. Meagher. The law clerk will be actively involved in legal research and review of cases in most areas of the law, including criminal, civil, orphans' court, domestic relations and adoption. For the Court's trial term occurring every other month, the law clerk will be responsible for the preparation of essential trial materials and will be present in the courtroom during all trial proceedings. The law clerk will also be responsible for summarizing pleadings and motions requiring disposition and discussing the same directly with the judges. The law clerk will review divorce filings for compliance with applicable rules of court. The law clerk will ensure that the proper notices, orders and statements are issued in a timely manner for cases being appealed. Work assignments will be coordinated with the senior law clerk.

Qualifications:

- Juris Doctor Degree from an accredited law school
- Admitted to practice law in Pennsylvania *or* admission upon successful completion of the Pennsylvania Bar Exam within one year of the date of hire
- Knowledge of contemporary office practices and applications
- Ability to reason, analyze and effectively communicate
- Prior clerkships and/or judicial internships a plus

How To Apply:

Send letter of interest, resume and writing sample to the attention of Nicole Hendrix, Esq., District Court Administrator at [lawclerk@waynecountypa.gov](mailto:lawclerk@waynecountypa.gov).