



**MARCH 21, 2024**

Applications are now being accepted for the following position in the Centre County Court of Common Pleas. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at [www.centrecountypa.gov](http://www.centrecountypa.gov).

**JUDICIAL LEGAL SPECIALIST/LAW CLERK  
TO THE HONORABLE JUDGE KATHERINE V. OLIVER**

PC #05

**Position Overview**

**Department:**

Court Administration  
Centre County Courthouse  
102 South Allegheny Street  
Bellefonte, PA 16823  
**Judge Katherine V. Oliver**

**Base Pay:**

Salary Grade: 18  
\$34.66/hourly-\$72,092.80/annual  
Exempt

**Shift Available:**

Full—Time (40 Hours)  
8:00am—4:00pm

**Required Education:**

- Juris doctorate (J.D.) degree, preferably from an ABA-approved law school.
- Admission, or actively seeking admission to the Pennsylvania Bar Association to practice before the courts of the Commonwealth of Pennsylvania.

**Applications:**

Applications for this position will be accepted **until a suitable candidate is selected.**

**Summary of Job Functions**

- Possesses and applies knowledge of Pennsylvania civil and criminal law, including but not limited to constitutional law, rules of procedure, statutory law, case law, rules of evidence, and other court rules.
- Conducts legal research with knowledge of online research platforms, legal reference materials, and application of efficient legal research techniques.
- Reviews pleadings, petitions, motions, briefs and other legal documents filed with the Court. Engages in discussions with Judge to implement course of action to timely resolve issues raised in legal filings.
- Assists Judge in researching complex legal issues before the Court. Researches and consults with the Judge on legal issues arising before, during, and after court proceedings.
- Attends court proceedings to assist the Judge with complex legal issues that may arise.
- Drafts opinions, orders, and memorandas in a logical and coherent manner in the style required by the Judge.
- Maintains accurate and well-organizes court calendars and work assignments lists. Tracks cases pending decision by the Court and timely updates the Judge.
- Communicates and responds to attorneys, litigants, court personnel, and the public regarding administrative questions and questions to the court docket.
- Establishes effective working relationships with the Judge, judicial assistants, other Judges and their staff, Court Administrator, and other court personnel.
- Assists with public legal functions, i.e., mock trials, Law Day, etc.
- Assists in supervising extern law students.
- Assists Senior Judges and Visiting Judges in the performance of their duties.
- Assists the Court as a Designated Reviewer for the Guardian Tracking System.
- Manages the Law Library.
- Provides technical and legal guidance to court personnel.
- Attends seminars, trainings, and meetings as required.

**Equal Opportunity Employer**