



## Law Clerk to the Honorable William P. Carlucci

Department: Court of Common Pleas, Lycoming County

Revised: May 2025

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### GENERAL DESCRIPTION

This law clerk will aid and expedite research on legal issues presented to the Judge, prepare initial drafts of opinions, check and brief citations of authority submitted by counsel, and perform such other duties as are assigned by the Judge to aid in the orderly disposition of court-related matters.

### SPECIFIC DUTIES

- Prepare legal memorandums, opinions, and orders for the Judge's review
- Perform legal research
- Analyze factual and legal issues
- Understand and analyze legal arguments as they are presented by the parties
- Analyze parties' briefs and other documents submitted to the Court
- Prepare files for court proceedings
- Track case activity
- Prepare jury charges in civil and criminal trials
- Stay apprised of new developments in the law
- Answer telephone calls
- Assist the Office of the District Court Administrator and others in answering legal questions
- Perform other duties as assigned

### QUALIFICATIONS

- Graduate of an accredited college or university with a degree in law [minimum starting salary of \$57,310.50 plus an additional 1% increase for each year beyond position requirement (12 consecutive months) of related experience (maximum of 12%) plus an additional 1% increase for a license to practice law]
- Commitment of at least two years to the position; however, the term of the position can be extended or become permanent if desired by the Judge and Law Clerk
- Knowledge of civil, criminal, family, and orphans' court law preferred but not required
- Outstanding legal reasoning and writing skills
- Ability to communicate clearly and concisely
- Possession of strong organizational skills and attention to detail
- Ability to work independently
- Ability to exercise good judgment and maintain tact, composure, and confidentiality

- Ability to establish and maintain effective working relationships with other Court employees and Court-related personnel
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public

#### **WORKING CONDITIONS**

- Typical office and courtroom environment

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

#### **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**