

## FAYETTE COUNTY

### JUDICIAL LAW CLERK / CUSTODY FACILITATOR

Position Description

Non-Exempt

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#### OVERALL OBJECTIVE OF JOB

To assist the Judge by conducting legal research and drafting opinions, orders, memoranda, and correspondence and assist with other professional legal duties; to facilitate custody pleadings and orders in dependency and protection from abuse actions; and to maintain efficiency and order in the court.

#### ESSENTIAL FUNCTIONS OF JOB

1. Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of written judicial opinions, orders, and legal memoranda for criminal and civil proceedings, litigation, and appeals, including *pro se* and prisoner litigation.
2. Attends all courtroom proceedings; takes notes for oral arguments, OPT hearings, civil hearings, and PCRA hearings.
3. Attends all settlement and pre-trial conferences.
4. Facilitates custody pleadings and orders in dependency and PFA cases.
5. Analyzes court legal rulings and prepares interpretations.
6. Reviews and screens court documents presented to the Judge and proactively addresses problems or issues, including procedural defects according to the rules of Pennsylvania and Fayette County.
7. Reviews petitions for divorce decrees for procedural compliance with the Pennsylvania Divorce Code; recommends proper disposition to the Judge.
8. Maintains a dynamic list of upcoming proceedings; prepares summaries of the parties, issues, and arguments for presentation to the Judge.
9. Maintains a comprehensive list of deliverables and due dates, in particular for 1925(b) and PCRA matters; periodically reviews outstanding deliverables with the Judge.
10. Prepares and updates reference memoranda on Pennsylvania law related to key issues frequently encountered (e.g., legality of traffic stops or vehicle searches).
11. Prepares appropriate jury instructions for all criminal and civil jury trials.
12. Serves as liaison between attorneys and the Judge;
13. Opens and closes the courtroom; prepares the courtroom for cases, including setting up Zoom and Polycom calls and replenishing supplies of blank forms.
14. Retrieves and prepares daily case files from the Clerk of Courts, Prothonotary, and/or Register of Wills.
15. Administers oaths to parties; assures order is maintained throughout the proceedings.
16. Records and serves final hearing dates and times to PFA petitioners.
17. Confirms attendance of jurors and contacts absent jurors for scheduled trials.
18. Directs jurors; calls witnesses/attorneys when needed in courtroom.

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19. Arranges for meals and makes telephone calls for jurors and the Judge; attends to any other necessary details while jurors are in courts.
20. Assists with the sequestration process when necessary by providing around the clock coverage.
21. Retrieves copies of the Judge's priority motions for Motions Court; delivers other mail, papers, and messages to the Judge.
22. Delivers orders and communications to appropriate row offices.
23. Undergo training and complete certification to carry a taser for security.

### OTHER DUTES OF JOB

1. Keeps updated on changes in Pennsylvania legislation and case law.
2. Keeps updated on current working procedures and protocols within the court systems.
3. Attends seminars, training or meetings as required.
4. Performs other job duties as required.

### SUPERVISION RECEIVED

Receives occasional instruction and some supervision from Judge in regard to daily work duties.

### SUPERVISION GIVEN

None

### WORKING CONDITIONS

1. Works indoors in adequate work space, lighting, temperature and ventilation.
2. Works with average indoor exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Daily exposure to criminals and/or angry clients and potentially dangerous environment.

### PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to stand and walk for long periods of time throughout the work day, with intermittent periods of sitting, twisting, bending, reaching, carrying as necessary to carry out job duties.
3. Dexterity requirements are simple movements of fingers/hand; feet/legs; torso necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to pay close attention to details and concentrate on work.
8. Must be able to move frequently throughout the work day.

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### QUALIFICATIONS

#### A. EDUCATION/TRAINING

- Juris Doctorate from an accredited institution
- Admission to the Pennsylvania Bar (or eligibility for admission)
- Good written communication

#### B. WORK EXPERIENCE

- Prior experience working in or with the Pennsylvania court system is preferred

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job functions..
2. Must possess effective communication and interpersonal skills..
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility, and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess knowledge of the application of legal principles to individual cases and problems.
7. Must possess knowledge of court procedures and rules of evidence.
8. Must possess ability to analyze facts, evidence, and precedents to arrive at logical interpretations.
9. Must possess ability to set forth findings of fact and reasoning in well-written form.
10. Must possess ability to prepare well-written legal documents and records.
11. Must possess ability to practice good time management and organizational skills.
12. Must possess the ability to learn, within a reasonable period of time, the purpose, function and scope of the court.
13. Must possess the ability to learn the operations and procedures of the courts.
14. Must possess the ability to establish and maintain effective working relationships with judicial authorities, lawyers, associates, and the general public.

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