



# COUNTY OF LEBANON

## Job Announcement

Posting Date: June 13, 2024

<b>Position:</b>	Law Clerk to the Honorable Donna Long Brightbill, Judge
<b>Department:</b>	Courts
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	NONE
<b>Hours:</b>	40 hours per week, Monday through Friday
<b>Pay Grade:</b>	Non-Union Pay Chart: Grade14-1 (w/o Bar) Grade 14-4 (with Bar)
<b>Salary Range:</b>	\$1,862.5682 B/W (w/o Bar) \$1,976.5723 B/W (with Bar)
<b>Full-time Employee Benefits:</b>	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan <i>Optional benefits:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

➤ **A County of Lebanon Application must be completed for consideration.**

*Resume is recommended, however, is optional unless otherwise stated below.*

➤ **Applications will be accepted through: OPEN.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

The Judicial Law Clerk assists her Honor with legal research, case management and the writing of Judicial Opinions, Legal Memoranda and Orders of Court. The Judicial Clerkship represents a unique opportunity to observe and be professionally involved with all aspects of the legal system. Judges in Lebanon County handle all types of civil and criminal cases that come through the Court system, unlike other jurisdictions where judges are assigned to a particular division.

The successful candidate should have strong research and writing skills; an ability to organize work and maintain deadlines; and an ability to work independently and with others.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

Graduate of an accredited law school; must possess a Juris Doctor degree.

Licensed in Pennsylvania, waiting for bar exam results, or scheduled to sit for upcoming bar exam.

### **Application and resume submission options:**

1. Scan and email your application and resume directly to: Human Resources

Email: [Apply@lebanoncountypa.gov](mailto:Apply@lebanoncountypa.gov)

#### **Mail:**

ATTN: Lebanon County Human Resources  
400 S. 8th Street, Room 200  
Lebanon, PA 17042

**Fax:** (717) 675-2668

*\*An Equal Employment Opportunity Employer\**