

NOTICE OF VACANCY TO BE FILLED

DATE: September 11, 2025

DEPARTMENT: Judicial – Court of Common Pleas

POSITION/CLASSIFICATION: Law Clerk

STATUS: Full-Time

SALARY: Pay Grade 11 – salary range : (\$63,369.49 - \$88,717.29)

(ANNUAL INCREASES BASED ON SALARY BOARD ACTION MAY APPLY)

NORMAL WORK WEEK: NORMAL HOURS: 8:30 a.m. to 4:30 p.m.

QUALIFICATIONS: This is a Court appointed professional position which reports directly to and serves at the pleasure of the President/Administrative Judge. This position is considered to be a part of the Judge's personal staff. *Applicants must be graduates of an accredited law school. Applicants may be required to take and pass the Pennsylvania Bar Examination if not already taken and passed.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: A complete list of essential duties and responsibilities of this position are printed on the official job description. A copy of that job description may be obtained by contacting Candace Graff, District Court Administrator, in the office of the Butler County Court Administration.

Appointment to this position will be made by the President Judge following review and interview of applicants.

Individuals interested in applying for this position must submit the following:

- letter of interest
- Butler County job application (accessible at:
<https://www.butlercountypa.gov/DocumentCenter/View/967/Job-Application-PDF>)
- writing sample
- brief resume to:

Candace Graff
District Court Administrator
Butler County Courthouse
PO Box 1208
Butler, PA 16003
cgraff@co.butler.pa.us

Court Administrator



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