

COURT OF COMMON PLEAS OF FRANKLIN & FULTON COUNTIES

JUDICIAL LAW CLERK OPENING

Starting Salary \$60,249.99

Position:

Full-Time Judicial Law Clerk for the Honorable Todd M. Sponseller,
Court of Common Pleas of Franklin & Fulton Counties, officed in Chambersburg, Pennsylvania.
Anticipated start: August 2026

Summary Description:

This position performs legal work, under the direction of the Judge, by providing assistance in reviewing legal filings, researching issues before the court, and writing opinions. Additionally, the Clerk is responsible for maintaining case-flow tracking, and assisting the Judge with decisions and court preparation. The Clerk is expected to work in a manner that upholds the Mission, Vision, and Operating Principles of The 39th Judicial District, in compliance with the Rules of the Court's Procedures in Criminal, Civil, Family, Juvenile and Orphans' Court divisions, and in adherence to the Unified Judicial System's policies and Code of Conduct.

Duties:

Review complaints, motions, petitions, and other filings for completeness and compliance
Perform legal research related to specific issues before the Court
Compose/Draft Opinions and Orders for Immediate and Appeal Cases
Actively track pending cases and motions activity
Assist in preparation of trial as needed
Attend court proceedings as requested
Perform other duties as assigned
Maintain professionalism, courtesy, and respect for people and their time

Qualifications:

Law school graduate, or Third-year, anticipating Spring 2026 graduation.
Applications will be accepted until the position is filled.

Applicants should submit a letter of interest, resume, writing sample, and copy of their law school transcript, via email, fax, or regular mail to:

Address: Honorable Todd M.Sponseller
Judge's Chambers
Franklin County Courthouse
14 N. Main Street
Chambersburg, PA 17201

Email: echopkins@franklincountypa.gov
Fax: 717-261-3800