

**JOB ANNOUNCEMENT**

**POSITION:** Law Clerk (Temporary Part-Time)  
**FSLA:** Non-Exempt

**DIVISION:** Administration  
**POSTED:** Open Until Filled

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**POSITION SUMMARY:**

Acts as a resource for the PWSA's in-house counsel/Legal function by performing legal research and writing as well as *ad hoc* projects. Possible opportunity to become a Certified Legal Intern pursuant to Pennsylvania Bar Admission Rules 321 & 322.

**DUTIES/RESPONSIBILITIES:**

- Perform Legal research and writing
- Handle document retrieval and preparations of summaries
- Research, in a timely manner, legal issues regarding and drafts responses to Right-to-Know requests
- Support the Claims Management function by researching legal liability issues pursuant to the Municipal Subdivisions Tort Claims Act
- Contribute to consistently improving PWSA's image internally and externally by displaying professionalism, courtesy, quality service and a "can do" attitude to internal members/departments of the Authority as well as to external clients and to vendors *via* electronic and print correspondence, over the telephone and in-person.
- Any other duties as required

**GENERAL REQUIREMENTS:**

Applicants must be domiciled in the City of Pittsburgh at time of appointment and remain domiciled in the City of Pittsburgh throughout employment with the PWSA. Verification of City domicile is required at time of appointment.

**EDUCATION/EXPERIENCE REQUIREMENT:**

- BS/BA degree required
- Must be currently pursuing a *Juris Doctorate* degree
- Work, school experience or community service experience that demonstrates organizational skills or leadership abilities is preferred
- Excellent presentation, written and oral communication skills.
- Ability to proofread work product to ensure accuracy in format, spelling, punctuation and grammar
- Must be able to demonstrate proficiency in the use of technology and computer aided legal research tools – WestLaw, Lexis, Microsoft Office, *etc.*
- Entry Level, law firm experience a plus.

**PREFERRED HIRING CRITERIA:**

- Top 50% of law school class
- Demonstration of strong legal research and writing skills
- Law journal, moot court/mock trial experience
- Commitment to public service/commitment to the City of Pittsburgh

**APPLICATIONS:** Submit resume and cover letter via first class mail to: The Pittsburgh Water and Sewer Authority, Human Resources Section, Penn Liberty Plaza I, 1200 Penn Avenue, Pittsburgh, Pa 15222 or via email to: [HR@pgh2o.com](mailto:HR@pgh2o.com) or fax to (412) 393-0513.

**An Equal Opportunity Employer**

*The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.*