

Secretary 1-Central Legal Staff



Starting Salary Range: \$45,698-\$59,662
Department: Central Legal Staff
Location: Pittsburgh
Posting Date: 1/31/2024
Benefits: [Link to Benefits](#)

Description

The individual in this position is expected to perform a variety of secretarial and administrative tasks effectively, meet multiple daily deadlines, prioritize and organize tasks, demonstrate attention to detail, including proofreading, grammar, and formatting documents, handle uploading and downloading files, as well as navigating email and File Explorer, be adaptable to new responsibilities, maintain confidentiality, and have substantive, legal and clerical experience.

The Judicial Secretary 1 works under the direction of the Administrative Assistant to the Chief Staff Attorneys and Administrative Supervisors.

Typical Duties

- ✓ Performs operation support duties for the attorneys within Central Legal Staff.
- ✓ Uses the Court's case management system for electronic case file maintenance and management (PACMS).
- ✓ Learns and applies standard formats used in the office as to correspondence and specialized legal documents and understands the functions and significance of each.
- ✓ Performs standard secretarial tasks, including filing and preparing documents and correspondence.
- ✓ Assists the Administrative Supervisor in the performance of duties such as: circulating motions and orders electronically to Chambers; entering and maintaining electronic voting records; tracking and tabulating voting records; assigning motions/filings to attorneys; preparing, proofreading, and transmitting standard orders for filing; coordinating workflow-routing; following and expediting processing of information; ensuring case or motion completion dates are met; monitoring progress of all assignments through a complex system of electronic flags and events; performing daily quality control review of PACMS entries; and working closely with the Prothonotary's Office and the Reporter's Office regarding inter-department work.
- ✓ Provides all support functions required for the office to run smoothly, such as: operating all office and computer equipment; establishing and maintaining both electronic and paper case files; sorting, reviewing, and distributing both mail and email; answering main phone line, transferring calls, and retrieving department voicemail; answering inquiries from Chambers, Interoffice Departments, and Staff Attorneys; ordering and maintaining office supplies; maintaining and updating Central Legal Staff library; approving and submitting bills to the Office of the Executive Administrator for processing; and submitting business expense vouchers to the Office of the Executive Administrator.
- ✓ Arrives at work on time and is present during scheduled working hours; cooperates with Chambers, supervisors, and co-workers as necessary to ensure to smooth and efficient operation of the Court.
- ✓ Assists and provides backup to other Central Legal Staff Secretaries as necessary, particularly if the other Judicial Secretaries are unavailable due to vacation, sick leave, etc.
- ✓ Is available to assist all staff in the office, as needed, to ensure an even and accurate workflow within the district office.
- ✓ Performs other administrative support duties and related work as required.

Minimum Qualifications

- ✓ Minimum of two years of experience in a professional, legal, or court setting performing a variety of clerical support services to office staff, include typing, secretarial, and administrative clerical work.

Additional Qualifications/Preferences

- ✓ Competent with spelling, punctuation, and grammar as well as general office practices and procedures.
- ✓ Proficiency in Microsoft Office Suite 365.
- ✓ Experience in proofreading.
- ✓ Prior experience with or before the Pennsylvania appellate courts is preferred but not required.
- ✓ Ability to maintain a high level of integrity in the performance of job duties.
- ✓ Satisfactory criminal background check required.

How to Apply

- ✓ Apply by e-mail online at CLSAdminPositions@pacourts.us. Applicants must provide a cover letter, resume, and a list of references.
- ✓ Commencement date: February 2024

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.