



Position: Administrative Assistant **Starting Salary Range:** \$41,249 - \$49,020
Organization: Supreme Court of Pennsylvania **Location:** Harrisburg

Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

The Supreme Court of Pennsylvania offers:

- Excellent Judiciary health benefits
- 13 paid holidays
- 35-hour work week
- Student loan forgiveness plan
- Free confidential counseling and convenience care
- State retirement plans
- Free Parking

The Supreme Court of Pennsylvania seeks an **Administrative Assistant** to join our Judicial Ethics Advisory Board's team. This position provides various administrative duties to assist in managing programs.

The successful candidate will:

- Manage the Judicial Ethics Advisory Board (JEAB) website, upload Board opinions, and maintain up-to-date user IDs and password listings for requesting judicial officers.
- Provide support to the Executive Director and Senior Administrative Coordinator.
- Assist with the coordination of travel arrangements for off-site Board meetings.
- Coordinate schedules for training and committee meetings.
- Assemble and distribute monthly agenda materials to Board members.
- Input requests for Advisories into an internal database and maintain records as to the status of Requests, Panel Advisories, and Opinions of the Board.
- Log and process Requests from Judicial Officers.
- Distribute Panel Advisories via email to Judicial Officers.
- Format Board Opinions for issuance to requesting Judicial Officers.
- Maintain inventory of office supplies, process invoices, business expense vouchers, and answer phone calls.
- Assist in onboarding new Board members by obtaining office and personal contact information and sending welcome letters and training videos.
- Collaborate with the Administrative Office of PA Courts and the Department of General Services to publish and distribute annual reports.

Education & Experience:

- Associate's degree AND
- Two years of experience performing general administrative duties in a business or government setting.
- An equivalent combination of education, experience, and/or training may be considered.

Employment Requirements:

- Ability to communicate effectively and maintain positive working relationships.
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook)
- Occasional travel with overnight stays is required.
- Satisfactory criminal background check required.

How to Apply:

Candidates interested in applying for this position are requested to submit a resume to SupremeCourtJobs@pacourts.us