



Appellate Court Clerk 2

Established in 1968, the Commonwealth Court of Pennsylvania is an intermediate appellate court responsible for matters involving state and local government, including appeals from state agencies and the Courts of Common Pleas. You will be joining a distinguished and well-respected organization that provides employees with competitive compensation, excellent benefits, and opportunities to learn and grow.

The Court is seeking an individual to perform a variety of complex clerical functions in the filing office. This work may require the application of independent judgment and the interpretation of routine policies and regulations following completion of on-the-job training. Work is reviewed by a supervisor, and direction and support are available when unusual or difficult matters arise. The individual must be professional, flexible, organized, and eager to provide outstanding customer service.

Posted:	February 26, 2024	Status:	Full-Time Hire
Department:	Prothonotary	Schedule:	Monday—Friday
Location:	Harrisburg	Salary:	\$37,648 - \$47,208*

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

Primary Duties

- Enters initial case data into the Pennsylvania Appellate Court Management System (PACMS) to establish the electronic docket and case file for a new case.
- Reviews and docket all subsequent filings submitted to the Court (electronically or on paper) and takes appropriate action.
- Processes and distributes Court notices, orders, and opinions.
- Maintains active case files.
- Prepares invoices and receipts when appropriate.
- Interacts extensively with the public, litigants, and attorneys via telephone and in person by providing over-the-counter assistance.
- Other related duties as assigned.



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Additional Preferences / Requirements:

- Thorough knowledge of court procedures and policies, legal documents, and the litigation process.
 - Thorough knowledge of the Court's organizational structure, operations, functions.
 - Thorough knowledge of modern office practices and procedures including use of Microsoft based computer products; proficient at data entry.
 - Ability to understand and follow complex oral and written instructions.
 - Ability to make work decisions in accordance with departmental policies and procedures.
 - Ability to establish and maintain effective working relationships.
 - Employee is regularly required to sit for extended periods of time. Employee is required to move about, operate office equipment, and occasionally move objects weighing up to 20 lbs. Reasonable accommodation(s) will be made to allow the employee to perform the essential functions of the position.
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Qualifications

- High school diploma or equivalent; AND
 - Three years of clerical experience, preferably within a legal setting; OR
 - An equivalent combination of education and experience, or training may be considered.
 - A satisfactory criminal background check is required.
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Employee Benefits

- Full medical, dental, and vision benefits begin on first day of employment.
 - Generous annual and sick leave plus thirteen scheduled holidays per year.
 - Retirement plan with the State Employees' Retirement System.
 - Other benefits and full details can be found at www.pacourts.us under Human Resources
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Interested individuals should email their resume and cover letter to: CommonwealthCourtJobs@pacourts.us. Due to multiple open positions, resumes may be submitted until the positions are filled.

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