



## Superior Court of Pennsylvania

<b>Position:</b>	<b>Secretary</b>	<b>Starting Salary Range:</b>	<b>\$34,882 - \$45,240</b>
Organization:	Superior Court of Pennsylvania	Location:	530 Walnut Street Philadelphia, PA
Department:	Eastern District Prothonotary Office		

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

### Description:

This is complex clerical and/or secretarial work within the Philadelphia Prothonotary's Office of the Superior Court of Pennsylvania. An employee in this class must exercise independent judgement and discretion, particularly in those areas of public contact and following established court procedures.

### Typical Duties:

- Takes and transcribes dictation on correspondence and has thorough knowledge of accountable business English, spelling, punctuation, and grammar.
- Proofreads various typed documents to ensure typographical and grammatical accuracy and that documents are complete and consistent with office procedure.
- Reads and reviews all mail; routes to proper departments or independently prepares replies.
- Prepares and maintains complex, clerical, financial, statistical or other clerical records from a variety of source materials which involve a knowledge of departmental practices and procedures and the use of difficult legal, statistical, or technical terminology; completes technical forms and reports.
- Operates standard office machines such as computer, typewriter, copier, postage meter, and telephone equipment.
- Ability to exercise good judgement, tact and courtesy in receiving office and telephone callers and in properly disposing of problems.
- Performing related work as required.

### Minimum Qualifications:

- Two years of clerical or secretarial work of a progressively responsible nature and education equivalent to completion of the twelfth school grade. Additionally, the ability to develop and maintain effective working relationships, maintain confidentiality of information, and communicate effectively verbally and in writing.

### Additional Requirements / Preferences:

- Thorough knowledge of court procedures and practices, legal documents and terminology.
- Paralegal Certification or Bachelor's Degree.
- Enhanced level of professionalism in assisting callers, interacting with litigants and judicial personnel.
- Enhanced attention to detail within a fast-paced work environment.
- Ability to develop and maintain effective work relationships.
- Experience with a computerized case management or docketing system.
- Strong knowledge of, and experience using, the latest version of Microsoft Office.
- Thorough knowledge of modern office practices, procedures and equipment.

### How to Apply:

Candidates interested in applying should submit a resume and cover letter to [SuperiorEmployment@pacourts.us](mailto:SuperiorEmployment@pacourts.us).

Commencement Date: January, 2022

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### 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.