



Position:	Administrative Assistant	Starting Salary:	\$38,882 - \$54,585
Organization:	Commonwealth Court of Pennsylvania	Location:	Harrisburg
Department:	Executive Administrator	Category:	Paraprofessional
		Posting Date:	November 18, 2021

Description:

This position provides both technical and skilled administrative work, assisting fiscal, personnel and IT staff in the Executive Administrator's Office.

An employee in this job primarily supports the Fiscal Specialist in processing invoices, preparing fiscal reports and other accounting processes. The employee will support information technology staff with responsibilities related to remote court communications and other support duties. The employee will also provide coverage for personnel, facilities, library and supply operations as needed.

Administrative work is performed independently under the general supervision of the Executive Administrator or a senior administrative employee.

Typical Duties:

- Reviews, posts, and processes vendor invoices into the Judiciary's financial system.
- Reviews and processes business expense reimbursements in accordance with business expense policies.
- Prepares bank deposits of filing fees and reconciles monthly statements.
- Assists fiscal office with compiling information for Right-To-Know Requests.
- Prepares and sends communications to parties for remote court sessions at the direction of the Legal Systems Coordinator.
- Provides administrative support for information technology staff.
- Updates and maintains directories.
- Assists with updates to the asset management system.
- Answers phone inquiries and refers them to appropriate person for handling.
- Prepares documents and reports as requested by the Executive Administrator.
- Provides occasional support for supply and library duties.
- Provides occasional support for facilities operations and security badging.
- Provides occasional support for personnel, contracts and purchase order processing.
- Performs other related duties and responsibilities as required and/or assigned.

Required Knowledge, Skills and Abilities

- Knowledge of basic accounting principles, practices, and processes.
- Ability to maintain a high level of integrity and observe confidentiality in the performance of job duties.
- Ability to work independently and collaboratively with a team.
- Ability to interact and communicate with co-workers, court personnel and the public.
- Ability to work using modern office practices, procedures and equipment.
- Thorough knowledge of Microsoft 365 applications and Adobe Acrobat Professional.
- Knowledge of English grammar and composition; strong oral and written communication skills.
- Excellent organizational skills including the ability to multi-task and prioritize assignments required.
- Accounting and fiscal experience preferred.

Minimum Qualifications:

- Bachelor's Degree in accounting, finance or general business from an accredited college or university, or an Associate's Degree PLUS two (2) years of experience in fiscal and administration work; or any equivalent combination of education and experience which provides the required knowledge, abilities and skills.

How to Apply:

Candidates interested in applying for this position are requested to submit a resume and cover letter noting the position title to: commonwealthcourtjobs@pacourts.us. Job posting closes on **December 3, 2021**.

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.