



Position:	Lead Support Assistant	Starting Salary:	\$32,595 - \$44,851
Organization:	Commonwealth Court of Pennsylvania	Location:	Harrisburg
Department:	Executive Administrator	Category:	Clerical
Posting Date:	November 22, 2021	Response Deadline:	Open Until Filled

Description:

This is the lead messenger position involving mail processing, document processing, office machine operation, ordering and maintaining of shipping supplies and related miscellaneous office support work as directed.

A lead support assistant performs a variety of tasks and duties within a structured work setting that follows established patterns and routines. An employee receives detailed instructions when new tasks and duties are initially assigned. However, after the work process and routine are learned, the employee is expected to perform with considerably less guidance and instruction on a day-to-day basis.

Typical Duties:

- Sorts incoming mail for distribution to departments, chambers and offices.
- Verifies and distributes certified, registered, and insured mail to authorized individuals; and maintains a log record and copies of receipts.
- Prepares outgoing mail by inserting envelopes, attaching appropriate mailing labels and postage and delivering letters and/or parcels to post office (or other designated places).
- Leads others and prepares boxes for shipment, including creating shipping labels using shipping software and equipment.
- Leads others and operates office machines such as postage meters, folders and inserters, collators, addressers and photocopiers.
- Operates a motor vehicle to pick up and deliver mail and various materials and supplies.
- Orders supplies from designated vendors as directed; inventories and maintains adequate shipping and mailing supplies on site.
- Operates mail-processing machines such as scales, postage meter, and date stamping machine.
- Performs other related duties and responsibilities as required and/or assigned.

Required Knowledge, Skills and Abilities

- Knowledge of the English alphabet, Arabic numbers, and time sequences by day, month and year.
- Skill in the operation of assigned motor vehicles.
- Ability to memorize routes, office locations, and points of collection and delivery.
- Ability to sort and classify materials into different categories according to name, department, room number, contents, etc.
- Ability to learn the operation of office and mail processing machines.
- Ability to read simple sentences and phrases written in the English language.
- Ability to understand and follow detailed oral and written instructions.
- Ability to perform manual work such as lifting boxes and loading/unloading mail totes and carts.
- Ability to carry up to 55 pounds over moderate distances and lifts or moves items weighing up to 75 pounds using appropriate equipment or with assistance
- Ability to perform within prescribed office procedures, maintain harmonious working relationships, and function according with the standard work practices and conduct.

Minimum Qualifications:

- High school diploma or equivalent
- Possession of the required knowledge and abilities
- Possession of a valid Pennsylvania Motor Vehicle Operators License.

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. Resumes will be received until the position is filled.

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