



Position:	Judicial Secretary 2	Salary Range:	\$48,712 - \$57,599
Organization:	Commonwealth Court of Pennsylvania	Location:	Harrisburg
Department:	Judicial Chambers	Benefits:	link to benefits
Posting Date:	December 21, 2020	Response Deadline:	Open Until Filled

Description:

This position serves as secretary in an appellate court judge's chambers.

Typical Duties:

- Implements procedures that expedite the flow of memoranda and other court documents
- Screens visitors and phone calls for the judge, appraises the judge of all office activity in regard to visitors and callers, and answers inquiries or refers them to appropriate person for handling
- Sorts, reviews and routes mail; maintains control over incoming and outgoing correspondence, and prepares standard replies on subjects relating to the status or pertinent dates of cases
- Retrieves and assembles legal documents and briefs in prescribed format copies, and transmits to outside chambers as required
- Circulates draft opinions electronically to outside chambers; enters and maintains electronic voting records for Judge; files opinions and orders after final approval
- Uses the computer to prepare memoranda and other correspondence from oral instructions, handwritten notes and rough drafts; circulates such correspondence to other judges, prothonotary, filing office or others as required
- Maintains case files, journals and general files, as well as records of filings, court activity, and legal appointments
- Arranges and schedules appointments and prepares travel arrangements for the judge

Minimum Qualifications:

- High school diploma or equivalent; AND
- Five years of legal, computer, and related legal secretarial experience
- An equivalent combination of education and experience, and / or training may be considered

Additional Preferences / Requirements:

- Thorough knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court
- Thorough knowledge of modern office practices, procedures and equipment including use of Microsoft based computer products
- Thorough knowledge of legal terminology, legal bibliography, methods of citing and legal procedures
- Ability to type with utmost accuracy and awareness of detail
- Ability to maintain accurate and organized files and records, and to compile complete meaningful reports utilizing PACMS, or other available systems
- Ability to independently prepare and assemble entire orders, opinions, memoranda, and other legal documents
- Ability to exercise judgment and discretion in handling callers and interacting with the public and court-related personnel
- Experience with PACMS or other computerized case management or docketing system

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 may be submitted until position is 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 and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.