

Secretary I (Harrisburg) – Superior Court of Pennsylvania

Salary: \$43,075 per year, or commensurate with appellate court experience

The individual in this position is expected to perform a variety of basic secretarial and administrative tasks effectively, meet multiple daily deadlines, prioritize and organize tasks, demonstrate attention to detail, be adaptable to new responsibilities, maintain confidentiality, and have substantive legal clerical experience.

The Judiciary Secretary 1 works under the direction of the Administrative Assistant to the Chief Staff Attorney, Administrative Supervisors, and the pertinent Secretary 2.

RESPONSIBILITIES

- Performs operational support duties for the Chief Staff Attorney, Assistant Chief Staff Attorney, and Deputy Staff Attorney of the Superior Court of Pennsylvania
- Uses the Court's computer-based system for electronic case file maintenance and management (PACMS)
- Learns and applies standard formats used in the office as to correspondence and specialized legal documents and understand the functions and significance of each
- Performs basic secretarial tasks, including filing and preparing documents and correspondence
- Arrives at work on time and is present during scheduled working hours; cooperates with Chambers, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court
- Assists and provides backup to other Central Legal Staff Secretaries as necessary, particularly if the other Judicial Secretaries are unavailable due to vacation, sick time, etc.
- Provides all support functions required for office to run smoothly, such as: operates all office and computer equipment; establishes and maintains both electronic and paper case files; sorts, reviews and distributes both mail and email; answer main phone line, transfer calls, retrieve main line voicemail; answer inquiries from Chambers, Interoffice Departments and Staff Attorneys; order and maintain office supplies; maintain and update Central Legal Staff library; approve and submit bills to Office of Executive Administrator for processing; and submit business expense vouchers to Office of Executive Administrator for processing

- Generally be available for assistance to all staff in the office, as needed, to ensure an even and accurate workflow within the district office.
- Assists the Administrative Supervisor and the Judicial Secretary 2 in the performance of duties such as: circulates motions and orders electronically to Chambers; enters and maintains electronic voting records; tracks and tabulates voting records; assigns motions/filings to attorneys; prepares and transmits standard orders for filing; coordinates workflow -- routes, follows, and expedites processing of information; ensures case or motion scheduled completion dates are met; monitors progress of all assignments through a complex system of electronic flags and events; performs daily quality control review of PACMS entries; works closely with the Prothonotary's Office and Reporter's Office regarding inter-department work
- Performs other administrative support duties as required

QUALIFICATIONS

A minimum of two years of experience in a professional, legal or court setting performing a variety of clerical and support services to include typing, secretarial and administrative clerical work. Thorough knowledge of spelling, punctuation, and grammar as well as general office practices and procedure. Proficiency in Word, Outlook, and Excel. Familiarity with legal terms and practices. Experience with proofreading preferred.

An equivalent combination of education, training, and/or experience may be considered.

Location – Superior Court of Pennsylvania, Pennsylvania Judicial Center, 601 Commonwealth Avenue, Suite 1600, Harrisburg, PA 17120

Commencement of Position – January 2022.

Applications – Apply by e-mail to Cara.Fagan@pacourts.us. Please include a cover letter, resume, and a list of references.

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