



Position:	Appellate Court Clerk 2	Starting Salary Range:	\$35,486 - \$40,644
Organization:	Commonwealth Court of Pennsylvania	Location:	Harrisburg
Department:	Prothonotary	Category:	Clerical
Posting Date:	January 13, 2022	Benefits:	link to benefits

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

Description:

This is complex clerical work in an appellate court. Work involves performing a variety of clerical functions that may require the application of independent judgment and the interpretation of routine policies and regulations on the basis of training and knowledge gained through experience on the job. Work is reviewed by a supervisor through observation of operations, and advice and assistance are available when unusual or difficult matters arise.

Typical Duties:

- Reviews initial filings to determine type of case and/or processing required.
- Reviews, accepts, and processes filings submitted via PACFile, the Pennsylvania Appellate Court Electronic Filing System.
- Enters initial case data on Pennsylvania Appellate Court Management System (PACMS) and sends notices, with copies to counsel, to the appropriate agency or trial court regarding certification of the record.
- Reviews and docketed all filings and takes appropriate action to establish schedules of next events in cases.
- Maintains active case files.
- Prepares invoices and receipts when appropriate.
- Interacts extensively with the public and with attorneys via telephone and in person by providing over-the-counter assistance.
- Forwards notices and orders to litigants, counsel and trial courts or agencies.
- Other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.
- Thorough knowledge of the organization, operations, functions and scope of authority of the court.
- Thorough knowledge of modern office practices and procedures including use of Microsoft based computer products; proficient at data entry.
- Ability to understand and follow complex oral and written instructions.
- Ability to make work decisions in accordance with laws, regulations and departmental policies and procedures.
- Ability to establish and maintain effective working relationships.

Required Experience and/or Training:

High school diploma or equivalent; AND
Two years of progressively responsible clerical work in a court office.
An equivalent combination of education and experience, or training may be considered.

Other Job Specific Information:

Employee is regularly required to sit for extended periods of time. Employee is required to move about, operate office equipment, and occasionally move objects weighing up to 20 lbs. Reasonable accommodation(s) will be made to allow the employee to perform the essential functions of the position.

How to Apply:

Candidates interested in applying for this position are requested to submit a resume, along with a cover letter noting position title **by February 4, 2022** to:

Commonwealth Court of Pennsylvania OR commonwealthcourtjobs@pacourts.us
ATTN: Michael F. Krimmel, Esq.
601 Commonwealth Ave., Suite 2100
P.O. Box 69185
Harrisburg, Pennsylvania 17106-9185

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.