



## Superior Court of Pennsylvania

<b>Position:</b> Assistant Court Crier	<b>Starting Salary Range:</b> \$38,882 - \$45,240
Organization: Superior Court of Pennsylvania	Location: Pennsylvania Judicial Center, Harrisburg, PA
Department: Middle District Prothonotary Office	Benefits: <a href="#">Link to benefits</a>
<i>Remarks: Starting salary will be determined by the qualifications and employment history of the selected candidate.</i>	

### Description:

The Assistant Court Crier serves as a liaison between the Prothonotary Office and the Superior Court Judges. This position involves the coordination and facilitation of Superior Court argument sessions, and the performance of daily administrative duties when the court is not in session. This position reports directly to the Deputy Prothonotary. Work is performed and reviewed under the supervision of the Prothonotary, Deputy Prothonotary and Chief Court Crier.

### Typical Duties:

- Assist the Superior Court Judges during argument sessions; prepare the courtroom for session; announce the commencement and adjournment of court, coordinate with courtroom security personnel; oversee the check-in process of all attorneys and pro se litigants.
- Perform the daily processing, organization and distribution of appellate briefs, reproduced records, and trial court certified records received in the office.
- Maintain accurate records of briefs and certified records to be timely distributed to panels of the court.
- Respond to inquiries from judicial chambers and other court departments concerning briefs, certified records and/or cases listed for submission or argument panels before the court.
- Receive and route incoming mail to the appropriate individuals in the court and oversee outgoing mail.
- Additional duties as assigned by the Deputy Prothonotary or Court Crier to facilitate the operation of the Prothonotary's Office.
- Occasional travel to other districts or counties for argument sessions or court events may be required.

### Minimum Qualifications:

- Bachelor's degree; and,
- Three years of experience in courtroom operation or legal setting.
- An equivalent combination of education and experience, and/or training may be considered.

### Additional Requirements / Preferences:

- Thorough knowledge of courtroom procedures and practices, legal documents and terminology.
- Enhanced level of professionalism and communication skills.
- Well-organized and attention to detail within a fast-paced work environment.
- Ability to develop and maintain effective work relationships.
- Experience with a computerized case management system or docketing system.
- Strong knowledge of, and experience using, the latest versions of Microsoft Office.
- Thorough knowledge of modern office practices, procedures and equipment.
- Ability to lift boxes weighing up to 50 pounds.

### How to Apply:

Candidates interested in applying should submit a cover letter and resume to [SuperiorEmployment@pacourts.us](mailto:SuperiorEmployment@pacourts.us).

Commencement Date: June 2022

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### 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, ancestry, religious creed, 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. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.