



The  
**DISCIPLINARY BOARD**  
of the Supreme Court of Pennsylvania

**Organization: The Disciplinary Board of the Supreme Court of Pennsylvania**

**Position: Administrative Assistant**

**Location: Harrisburg, PA**

**Posting Date: 06/21/2022**

**Starting Salary Range: \$38,882 – 45,240**

*Remarks: Disciplinary Board employees are not state employees and therefore not participants in the State Employees' Retirement System. Starting salary will vary depending upon the qualifications and employment history of the selected candidate.*

**Description:**

This position provides support to the Board Prothonotary, Hearing Coordinator, Assistant Director, and Executive Director, with a particular focus on assisting within the Prothonotary's Office. Responsibilities include serving as office receptionist; sorting and distributing the mail; docketing and tracking filings; preparing Board meeting agenda packets; preparing correspondence and documents; and formatting and submitting legal documents.

**Typical Duties:**

- Answer and document incoming calls from attorneys, various courts, the general public, bar associations, and other agencies.
- Retrieve, respond to, and distribute voice mail messages to the appropriate staff members.
- Ensure calls are routed appropriately, in the most efficient manner, to provide excellent customer service.
- Open and stamp incoming mail; track, log, and scan pleadings and correspondence requiring same; and, then distribute mail to the appropriate parties.
- After review by the appropriate party, send outgoing correspondence relating to pending proceedings.
- Generate form letters to the appropriate parties distributing pleadings, reports, orders, notifications of scheduling, and other official correspondence to the appropriate parties.
- After consultation with the appropriate party, respond appropriately to inquiries about disciplinary or reinstatement cases.
- File approved documents with the Supreme Court using the PACFile system. Download, log, track, and maintain documents filed with PACFile that were generated by an outside party or the Respondent/Petitioner.
- Open new Petition for Reinstatement cases. Track progress and route reinstatement cases to Board Members for review on a rotating basis, after no objection letters are received from ODC.
- Respond to written and verbal requests for reinstatement information from inactive, retired, administratively suspended, suspended, and disbarred attorneys. Upon request, send reinstatement packets to attorneys.
- Track all activity in CMS on cases that have received a DB number (major cases); submit discipline to Attorney Registration for posting within the Attorney Registration System; and, close all cases appropriately.
- Store all documents received on a case in DocuWare and immediately index all fields correctly so that appropriate parties can review the documents.
- Post Disciplinary Board Reports on Supreme Court's website.
- Maintain and update inventory of closed case files by sending second notices to non-compliant attorneys, closing open files, and purging documents from +10 year cases.
- Format letters and Board Reports at the request of a superior for distribution to designated recipients.
- Draft documents and post cases to the Board's SharePoint site in preparation for Board meetings.
- Prepare and assemble Board Meeting and Committee Meeting packets, and attend events, as necessary.
- In the absence of the Board Prothonotary or the Hearing Coordinator, performs the duties of the Board Prothonotary or Hearing Coordinator.
- Provide assistance to the Attorney Registration Office, particularly during the annual registration period.
- Draft PowerPoint presentations for staff, hearing committee members, and Board members.
- Assist in special projects, as necessary.
- Performs other related duties and responsibilities as required and/or assigned.

**Minimum Qualifications:**

- 4 years administrative office experience; OR,
- Bachelor's Degree.
- An equivalent combination of education, training, and / or experience may be considered.
- Experience in a court setting is preferred.



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**Additional Requirements:**

- Knowledge of and skillful proficiency in Microsoft Office Suite (including Excel, PowerPoint, Word, and Outlook), Adobe Acrobat, SharePoint, DocuWare, CMS, ARS, PACFile, UJS Portal, Webex, internet browsers, and other basic or proprietary computer applications.
- Knowledge of and skillful ability operating the telephone system(s).
- Proficiency in typing and other clerical and administrative functions.
- Ability to maintain confidentiality.
- Ability to express ideas effectively, both orally and in writing.
- Ability to retain composure during difficult circumstances, particularly during conversations with attorneys and the general public.
- Ability to establish and maintain effective working relationships with outside third parties, supervisors, and fellow employees.

**To Apply:**

Candidates interested in applying for this position are requested to submit a written resume and cover letter in .PDF format (video or audio resumes will not be accepted) noting position title to:

[DB.jobopenings@pacourts.us](mailto:DB.jobopenings@pacourts.us)

(OR)

Disciplinary Board – Executive Offices  
PO Box 62625  
Harrisburg, Pennsylvania 17106-2625

***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.