



# Executive Administrator

Starting salary will depend upon the qualifications and employment history of the selected candidate.

## Description

The Supreme Court of Pennsylvania is seeking a senior level executive to lead administrative operations for the Court. The selected candidate will report to the Chief Justice of Pennsylvania while collaborating regularly with Counsel to the Supreme Court at the Pennsylvania Judicial Center located in Harrisburg.

## Typical Duties

- ✓ Manages all Supreme Court administrative matters and programs.
- ✓ Supervises Supreme Court staff involved in fiscal and personnel administration, information technology, telecommunications management, library, and electronic legal research, and submits reports to the Court.
- ✓ Oversees the Supreme Court Prothonotary and the Supreme Court Rules Committees to ensure efficient operation of the offices and reviews annual reports submitted to the Court or as requested.
- ✓ Prepares requests for proposals, negotiates contracts, and procures equipment, services, and supplies.
- ✓ Manages all Supreme Court leased space and facility requirements.
- ✓ Acts as liaison between the Court and the AOPC regarding IT, personnel, budget, leases/contracts, and accounting.
- ✓ Conducts investigations of complaints filed under the UJS Non-Discrimination Policy.
- ✓ Supervises scheduling and coordination of Supreme Court oral argument sessions.
- ✓ Communicates with Executive Administrators of Superior and Commonwealth Courts regarding areas of common interest in the respective operations of the appellate courts.

## Minimum Qualifications

- ✓ Graduation from an ABA-approved school of law.
- ✓ Admission to and a member in good standing of the Bar of the Supreme Court of Pennsylvania; AND
- ✓ 10 years of progressively responsible management experience with governmental or court administration preferred.

## Additional Qualifications/Preferences

- ✓ Knowledge of court administration and management methods.
- ✓ Financial/budgeting experience.
- ✓ Ability to plan, organize and direct the operation of an administrative and fiscal control office.
- ✓ Ability to prepare and present effective oral and written reports regarding administrative and fiscal operations.
- ✓ Ability to communicate effectively and collegially with a broad range of internal and external constituencies.
- ✓ Ability to work independently and exercise sound judgment and discretion, particularly with confidential matters.
- ✓ Strong organizational/analytical skills and attention to detail.

## How to Apply

Submit a resume and cover letter to:

**Supreme Court of Pennsylvania**

*ATTN: Counsel to the Court*

601 Commonwealth Ave.

P.O. Box 62545

Harrisburg, PA 17106-254

OR

Email:

[Human.Resources@pacourts.us](mailto:Human.Resources@pacourts.us)

## About Us

Established in 1722, the Supreme Court of Pennsylvania is the highest court in the state and oldest appellate court in the country.

