Superior Court of Pennsylvania

Position:	**Appellate Court Clerk II**	**Starting Salary Range:**	**$36,551 – 41,864**
Organization:	Superior Court of Pennsylvania	Location:	Grant Building, Pittsburgh, PA
Department:	Western District Prothonotary Office	Benefits:	link to benefits

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

Description:

This position within the Superior Court Middle District's Prothonotary Office involves processing legal filings, issuing appeal-related notifications, court orders and opinions, and maintaining trial court certified records.

Typical Duties:

- Oversee the case processing of an appeal from the docketing of the Notice of Appeal through final disposition.
- Review legal filings for compliance with the Pennsylvania Rules of Appellate Procedure and collect the appropriate filing fee.
- Docket legal filings in the case management system and forward them to the appropriate court office or judicial chambers for action.
- Issue appeal-related notifications, court orders and opinions to the parties in the appeal.
- Respond to inquiries from litigants either over the phone or in person and inquiries from Superior Court judicial chambers or offices.
- Filing, assist with incoming and outgoing mail, and other clerical work as required.

Minimum Qualifications:

- High school diploma or equivalent; and
- Three years of clerical experience, preferably within a legal setting;
- An equivalent combination of education and experience, and/or training may be considered.

Additional Requirements / Preferences:

- Thorough knowledge of court procedures and practices, legal documents and terminology.
- Paralegal Certification or Bachelor's Degree.
- Enhanced level of professionalism in assisting callers, interacting with litigants and judicial personnel.
- Enhanced attention to detail within a fast-paced work environment.
- Ability to develop and maintain effective work relationships.
- Experience with a computerized case management or docketing system.
- Strong knowledge of, and experience using, the latest version of Microsoft Office.
- Thorough knowledge of modern office practices, procedures and equipment.

How to Apply:

Candidates interested in applying should submit a resume and cover letter to SuperiorEmployment@pacourts.us.
Commencement Date: March 2023

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.