



The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

Organization: The Disciplinary Board of the Supreme Court of Pennsylvania

Position: Administrative Assistant – Central Intake

Posting Date: 03/09/2023

Location: Pennsylvania

Starting Salary Range: \$40,048 – 46,597

Current Maximum Salary: \$59,696

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:

The Office of Disciplinary Counsel (“ODC”) is the branch of the Disciplinary Board of the Supreme Court of Pennsylvania that investigates and prosecutes complaints of misconduct against Pennsylvania attorneys. This position is mid-level administrative support staff work in ODC’s Central Intake division in fulfillment of ODC’s mission to protect the public and ensure the integrity of the bar. *While based in ODC’s Philadelphia, Trooper, Harrisburg, or Pittsburgh office, remote work is available for some of the position’s duties.*

Typical Duties:

- Perform secretarial tasks, such as scanning, proof-reading attorney work product, filing, and typing documents and correspondence with speed and accuracy. Apply standard formats used in the office as to correspondence and specialized legal documents and understand the functions and significance of each.
- Operate with proficiency all office and computer equipment and software, including, but not limited to: Microsoft Office Suite, digital dictation software, DocuWare, and CMS. *(Training is provided on all software.)*
- Assist Counsel-in-Charge in performance of duties, and such other duties as may be requested or assigned by Counsel-in-Charge, Intake Disciplinary Counsel, or higher-level support staff, including paralegals.
- Prepare and maintain narrative, statistical, and/or analytical reports on a routine basis and as requested by Counsel-in-Charge.
- Demonstrate ability to work without significant supervision.
- Demonstrate ability to effectively manage multiple time-sensitive priorities and ongoing tasks.
- Demonstrate a high degree of organization, including accurately updating and maintaining internal tracking systems such as charts, spreadsheets, and case assignment memos.
- Initiate and return telephone calls from external callers such as complainants and potential complainants, to determine the purpose of the call, answer questions, and collect or convey information to the caller as necessary or directed by Counsel-in-Charge, Intake Disciplinary Counsel, or others including paralegals. Briefly explain, as necessary, the limited function of the Office of Disciplinary Counsel, with distinct reference to and relation of location and functions of other agencies, or provide information including relevant office policy related to complaints and the complaint process.
- Provide assistance to all Central Intake staff, as necessary, including tasks that are not routinely assigned to the employee in this class, creating a collaborative support staff environment for Central Intake.
- At times when district office support staff may be unavailable, close complaint files and follow office procedure as to CMS and DocuWare.
- Route inter-system mail to the appropriate office and through appropriate means.
- Perform other related duties and responsibilities as required and/or assigned.

Minimum Qualifications:

- Bachelor’s Degree; OR,
- Two (2) years of administrative experience in a legal or judicial setting; OR,
- Associate’s Degree (or equivalent), with significant administrative support experience. Or any equivalent combination of education and experience.



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Additional Requirements:

- Knowledge of and skillful ability in Microsoft Office Suite, DocuWare, CMS, and other basic computer applications. (*Training is provided on all software.*)
- Highly responsive, organized, and flexible with the ability to skillfully balance multiple time-sensitive ongoing tasks and duties.
- Highly skillful at time-management and adept at keeping up with a fast-paced workflow.
- Proficiency in typing.
- Ability to express ideas effectively, both orally and in writing.
- Ability to retain composure during difficult circumstances, specifically during conversations with complainants or respondents.
- Ability to establish and maintain effective working relationships with supervisors and fellow employees.
- Ability to work without significant supervision.
- Ability to work remotely, including an operable and reliable home internet connection, telephone, and telephone service.
- Full vaccination against COVID-19.

To Apply:

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

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.