



The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

Organization: The Disciplinary Board of the Supreme Court of Pennsylvania

Position: Secretary 2

Posting Date: May 23, 2023

Location: Harrisburg, PA

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 clerical work providing support to legal staff, auditors, and the office administrator. *While based in ODC's Harrisburg office, a limited remote work schedule is available for some of the position's duties.*

Typical Duties:

- Perform secretarial tasks, such as answering phones, scanning, 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, including, but not limited to: Microsoft Office Suite, DocuWare, PACFile, and CMS. *(Training is provided on all software.)*
- Assist the District Office Administrator in performance of duties and such other duties as may be requested or assigned by the District Office Administrator or Counsel-in-Charge.
- Demonstrate an ability to work without significant supervision by the District Office Administrator and should be able to function as District Office Administrator for short periods of time, if necessary.
- 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 the District Office Administrator or Counsel-in-Charge. 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 and send complaint information forms and explain office policy relating to the complaint process.
- Generally, be available for assistance to all staff in the office, as needed, to ensure an even workflow within the district office. Although each secretary may be assigned primary responsibility for work, all secretaries perform work for the district office as a whole.
- Open new complaint files and follow office procedure with respect to CMS and DocuWare.
- Close complaint files and follow office procedure as to CMS and DocuWare.
- Open, sort, and properly distribute incoming mail to the appropriate persons.
- Assist counsel in marking and photocopying exhibits for hearings and maintaining a tickler file.
- Route inter-system mail to the appropriate office and through appropriate means.
- Contact court reporters regarding scheduling of hearings. Coordinate with the Disciplinary Board Hearing Coordinator and the Commonwealth Court regarding the scheduling of a courtroom in the PJC for hearing.
- Performs other related duties and responsibilities as required and/or assigned.

Minimum Qualifications:

- Bachelor's Degree; OR,
- Three (3) years of secretarial experience in a legal or judicial setting; OR,
- Associate's Degree (or equivalent), with significant legal secretarial experience.
- Or, any equivalent combination of education and experience.



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Additional Requirements:

- Knowledge of correct English usage, spelling, punctuation, legal terminology and syntax, and filing requirements.
- Knowledge of the organization and composition of legal and business letters, reports, charts, spreadsheets, and filings.
- Knowledge of and skillful ability in Microsoft Office Suite, DocuWare, CMS, PACFile, and other basic or proprietary computer applications. (*Training is provided on all software.*)
- 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 staff.
- Ability to work without significant supervision.

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 Office
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.