



Appellate Court Clerk 2 (Docket Clerk)

Established in 1968, the Commonwealth Court of Pennsylvania is an intermediate appellate court responsible for hearing matters involving state government as well as appeals from state agencies and the courts of common pleas.

The Court is currently seeking an individual to perform a variety of complex clerical tasks in the Court's filing office. This position requires a general knowledge of the Court's policies and applicable rules and regulations, use of independent judgment, a professional demeanor, excellent customer service skills, and strong organizational skills. On the job training is provided. There are 21 employees in the department; five employees perform this same job. The office environment is friendly and the staff functions as a team. You would be joining a distinguished and well-respected organization that provides employees with a competitive salary, excellent benefits, and an opportunity to learn and grow.

Posted:	May 22, 2023	Status:	Full-Time Hire
Department:	Prothonotary	Schedule:	Monday – Friday
Location:	Harrisburg	Salary:	\$36,551 – \$44,521*

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

Primary Duties of a Docket Clerk

- Enter case specific information into the Pennsylvania Appellate Court Management System (PACMS).
- Review and docket all legal documents filed with the Court electronically or on paper, and take appropriate action to schedule the next procedural event for the case.
- Docket and forward notices, orders and other papers generated by the Court to litigants, counsel and trial courts or agencies.
- Maintain active case files.
- Prepare invoices and receipts when appropriate.
- Interact extensively with attorneys, unrepresented parties and the public via telephone and in-person by providing over-the-counter assistance.
- Other related duties as assigned.



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Qualifications

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

- Basic knowledge of Court procedures and policies, procedural rules pertaining to the Court and legal documents.
 - Basic knowledge of the Court's organization, operations, functions, and scope of authority.
 - Thorough knowledge of modern office practices and procedures including use of Microsoft based computer products; proficient at data entry.
 - Ability to understand and follow complex oral and written instructions.
 - Ability to make work decisions in accordance with departmental policies and procedures.
 - Ability to establish and maintain effective working relationships.
 - An employee in this position is required to sit for extended periods of time at a desk using a keyboard and computer for data entry, move about the office to access equipment and document storage areas, operate office equipment, and occasionally move objects weighing up to 20 lbs. Reasonable accommodation(s) will be made to allow the employee to perform the essential functions of the position.
 - A satisfactory criminal background check is required.
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Employee Benefits

- Full medical, dental, and vision benefits begin on first day of employment.
 - Generous annual and sick leave plus 13 scheduled holidays per year.
 - Retirement plan with the State Employees' Retirement System.
 - Other benefits and full details can be found at www.pacourts.us under Human Resources.
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Interested individuals should email their resume and cover letter by June 16, 2023 to: CommonwealthCourtJobs@pacourts.us

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 non-discriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.