



<b>Position:</b>	<b>Chief Clerk</b>	<b>Starting Salary Range:</b>	<b>\$64,988 - \$70,667</b>
Organization:	Supreme Court of Pennsylvania Prothonotary Office	Location:	Philadelphia
		Category:	Professional
		Posting Date:	September 19, 2023
		End Date:	October 31, 2023

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

### Description:

The Chief Clerk works under the supervision of the Deputy Prothonotary, and Prothonotary, to manage day-to-day operations of the Supreme Court's Eastern District filing office. The general duties of the Office involves processing legal filings, issuing appeal-related notifications, court orders and opinions, and maintaining certified records.

### Typical Duties:

- Supervise the filing clerks' day-to-day responsibilities.
- Work closely with the Deputy Prothonotary to ensure all filings are properly reviewed and assigned.
- Maintain the Eastern District's Dockets.
- Monitor Eastern District cases and briefs for argument sessions.
- When necessary, act as liaison between Prothonotary's office and Chambers.
- Act as a liaison between Prothonotary's office and PACMS programmers, when necessary at the direction of the Deputy Prothonotary or Prothonotary.
- Coordinates with other administrative offices to ensure that the courtroom is prepared for argument sessions, including contacting the Sheriff's office for security and overseeing the caterer for meals.
- Coordinate with Court Crier on admissions ceremonies. Maintain all ceremony lists and list of exceptional cases for check-in procedures.
- Oversees maintenance of courtroom and all Supreme Court offices located in the City Hall Building.
- Coordinate off-site file storage.
- Semi-annual and annual reconciliations of petty cash and checking account and yearly statistics of Eastern District cases.
- Supervision of office supplies.
- Issue appeal-related notifications, court orders, opinions, and letters.
- Respond to inquiries from litigants either over the phone and in person, and inquiries from judicial staff in chambers.
- Supervise filing, assist with incoming and outgoing mail, and perform other clerical work as needs require.
- Perform related work as required.

### Minimum Qualifications:

- Associate's degree with at least two years of experience in a professional, legal or court setting.
- An equivalent combination of education, training, and/or experience may be considered.
- Satisfactory criminal background check required.
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook)
- Ability to maintain a high level of integrity and observe confidentiality in the performance of job duties.

### Additional Qualifications/Preferences:

- Prior supervisory/management experience preferred, but not necessary.
- Thorough knowledge of court procedures and practices, legal documents and terminology.
- Ability to develop and maintain effective work relationships.

- Enhanced attention to detail, strong organizational skills, and professional writing skills and experience.
- Enhanced level of professionalism in assisting filers and managing staff.
- Understanding of the Pennsylvania Rules of Appellate Procedure as it applies to the Prothonotary's Office of the Supreme Court.

**How to Apply:**

Candidates interested in applying for this position are requested to submit a written resume (video or audio resumes will not be accepted), along with a cover letter noting salary requirements to:

[SupremeCourtJobs@pacourts.us](mailto:SupremeCourtJobs@pacourts.us)

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***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, ancestry, religious creed, 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. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.