



Appellate Court Clerk 1

Department: Prothonotary Office
Location: Philadelphia, PA

Salary: \$37,648- \$44,021
Post Date: February 22, 2024

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

Department Profile

The Appellate Court Clerk I performs complex clerical work to ensure proper documentation, maintenance and archival of court records relative to the operational services of the Supreme Court of Pennsylvania's Prothonotary's Office. The position involves accurate filing of legal records, timely data entry, accurate relaying of case status and procedural information. Candidate must demonstrate flexible and efficient time management skills and ability to prioritize workloads. This position reports directly to the Chief Clerk; work is performed under the general supervision of the Chief Clerk and Deputy Prothonotary and is reviewed through direct observation, observations from persons served, and results obtained.

◆ Typical Duties *(The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.)*

- Reviews legal filings for compliance with the Pennsylvania Rules of Appellate Procedure
- Enters information from filings into the electronic case management system (PACMS) while reviewing documents for compliance with the Pennsylvania Rules of Appellate Procedure.
- Issues appropriate correspondence to parties regarding procedural inquiries and deficient filings.
- Prepares documents for internal processing and transmittal to judicial chambers.
- Responds to in-person and telephone inquiries regarding procedures and case status and court action.
- Performs general office administrative duties, including verifying docket entries, processing fees collection, copying, scanning, and faxing.
- Assist with disposition of case records in accordance with records retention policy.
- Performs other clerical work, as required.

◆ Minimum Qualifications

- Associates degree with at least two years of clerical experience in a professional, legal or court setting.
- An equivalent combination of education, training, and/or experience may be considered.

◆ Additional Qualifications/Preferences

- 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.
- Ability to lift boxes of up to 30 lbs. and to sit and perform data entry to a major portion of the workday.

◆ 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

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.