



The  
**DISCIPLINARY BOARD**  
of the Supreme Court of Pennsylvania

**Organization:** The Disciplinary Board of the Supreme Court of Pennsylvania  
**Position:** District Office Administrator  
**Posting Date:** 08/11/2022  
**Location:** Trooper, PA  
**Starting Salary Range:** \$44,367 – 52,270

*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 supervisory clerical work providing support to legal staff and auditors.

**Typical Duties:**

- Train and immediately supervise other secretaries in the district office in the performance of their duties.
- Consult with and assist Disciplinary Counsel-in-Charge in the preparation of annual performance evaluations of all non-legal and non-investigative support personnel.
- Serve as a management assistant to Counsel-in-Charge in all aspects of administration, including workload and workflow and in matters having any impact on same or personnel management or scheduling of office operations.
- Interview and advise Counsel-in-Charge as to qualifications and suitability of applicants for secretarial positions.
- Supervise secretaries in maintenance of CMS to ensure that complete and accurate entries are made, so that each file may be accounted for monthly. Reconcile such records at the end of each month and compile the monthly operations report, to include open and closed files for current month, and individual case lists with activities.
- Operate all office and computer equipment, to include the Microsoft Office Suite, DocuWare, CMS, and other basic computer programs and equipment.
- Maintain and supervise use of standard forms and formats used in the office, suggest and arrange changes for better efficiency and ensure publication of such formats to all users, together with an index, by regularly updating forms directory.
- Maintain and modify as necessary the office filing system.
- Preparation of the list to dispose of complaint files.
- Serve as office manager for procurement of supplies, equipment, furnishings, and services required from any source and serve as office representative for landlord, suppliers, and others.
- Perform like functions in coordination of scheduling of hearings and other office functions.
- Review and assist in creating office budget input and control of expenditures, including serving as the disbursing officer of petty cash funds, responsible for fund security control, and supporting documentation.
- Maintain and supervise work schedules and records of hours worked by legal interns; work schedules and records of hours for overtime; and create, supervise execution of, and forward appropriate vouchers for payment of their compensation.
- Ensure completion of Disciplinary Reporters and circulate same.
- Organize library materials.
- Perform basic secretarial tasks, including filing, transcribing dictation and typing documents and correspondence with speed and accuracy. Learn and be able to apply standard formats used in the office as to correspondence and specialized legal documents and understand the functions and significance of each.
- Answer telephones, determine the purpose of the call, and direct callers to outside agencies where appropriate or to appropriate in-house counsel or investigators and provide attorney address information. 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 for filing complaints.
- Generally, be available for assistance to all staff in the office, as needed, to ensure an even work flow within the district office. Although each secretary may be assigned primary responsibility for two or three individuals' work, all secretaries work for the district office as a whole.
- In the event Receptionist/Clerk is unavailable, open new complaint files and follow office procedure with respect to CMS and Docuware.
- In the event Receptionist/Clerk is unavailable, open, sort and properly distribute incoming mail to the appropriate persons.
- Close complaint files and follow office procedure as to CMS and Docuware.



The  
**DISCIPLINARY BOARD**  
of the Supreme Court of Pennsylvania

- 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.
- Prepare the hearing room for hearings.
- Assist in special projects, as necessary.
- Performs other related duties and responsibilities as required and/or assigned.

**Minimum Qualifications:**

- 4 years administrative office experience; OR,
- Associate's Degree.
- An equivalent combination of education, training, and / or experience may be considered.
- Experience in a legal or court setting is preferred.

**Additional Requirements:**

- Knowledge of and skillful proficiency in Microsoft Office Suite (including Excel, PowerPoint, Word, and Outlook), Adobe Acrobat, SharePoint, DocuWare, CMS, PACFile, UJS Portal, Webex, internet browsers, and other basic or proprietary computer applications.
- Knowledge of and skillful ability operating the telephone system(s).
- Proficiency in typing and other clerical and administrative functions.
- Ability to plan, assign, and review the work of subordinate support staff.
- Ability to maintain confidentiality.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with outside third parties, supervisors, and fellow employees.
- Ability to work without significant supervision.
- 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 (video or audio resumes will not be accepted) noting position title to:

[DB.jobopenings@pacourts.us](mailto: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.