



The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

Organization: The Disciplinary Board of the Supreme Court of Pennsylvania

Position: Paralegal

Posting Date: 01/11/2023

Location: Trooper, PA

Starting Salary Range: \$50,173 – 59,327

Current Maximum Salary: \$77,634

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 specialized clerical and paralegal work performing various legal assistant duties in connection with functions such as researching laws, investigating facts, conducting financial analysis, and preparing documents to assist legal staff. *This position will be physically located in Trooper, PA, but will work on cases arising in both the Trooper and Philadelphia offices.*

Typical Duties:

- Obtains docket sheets and court filings related to disciplinary files as needed.
- Independently research, understand, and analyze cases and legal issues.
- Drafts legal documents, spreadsheets, and memos for review by Counsel-in-Charge and Disciplinary Counsel.
- Performs legal research including, but not limited to disciplinary decisions, Westlaw, PACER, and court and agency rules.
- Reviews legal documents for grammar, spelling, proper format, and compliance with court or agency rules.
- Gathers data and updates spreadsheets and charts for internal record-keeping purposes.
- Confers with Counsel-in-Charge and Disciplinary Counsel regarding cases, as needed.
- Corresponds with complainants, respondent-attorneys, counsel, witnesses, experts, and court personnel as needed.
- Ensures that filings and correspondence are tracked in CMS and scanned into DocuWare for case tracking purposes.
- Performs clerical tasks, including filing, scanning, preparing and finalizing correspondence, and preparing memos to file from digital dictation.
- Learn and apply standard formats used in the office as to correspondence and specialized legal documents and understand the functions and significance of each.
- Operate all office software, including, but not limited to: Microsoft Office Suite, digital dictation software, DocuWare, and CMS.
- Generally be available for assistance to all attorneys and auditors in the system, as approved by Counsel-in-Charge, to ensure an even work flow within the system. Although the employee may be assigned primary responsibility for two or three individuals' work, an employee in this class works for the system as a whole.
- In the event Receptionist/Clerk or Secretary is unavailable: Open new files and follow office procedure with respect to CMS and DocuWare; close files and follow office procedure as to CMS; answer telephones, determine the purpose of the call, and direct callers to outside agencies where appropriate or to appropriate internal personnel. Briefly explain, as necessary, the function of the Office of Disciplinary Counsel, with distinct reference to and relation to functions of other agencies and send complaint information forms and explain office policy for filing complaints; open, sort and properly distribute incoming mail to the appropriate persons.
- Route inter-system mail to other districts and the Executive Office through appropriate means.
- Assist in special projects as requested by the Counsel-in-Charge.
- Performs other related duties and responsibilities as required and/or assigned.

Minimum Qualifications:

- High school diploma or GED; paralegal training certification or equivalent experience, as well as legal clerical experience.
- An equivalent combination of education, training, and / or experience may be considered.

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.
- Proficiency in Microsoft Office Suite and other basic or proprietary computer applications.
- Proficiency in typing.
- Ability to express ideas effectively, both orally and in writing.



The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

- 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 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.