



Superior Court of Pennsylvania

Position: Deputy Prothonotary	Starting Salary Range: \$84,709-\$99,785 + Benefits
Organization: Superior Court of Pennsylvania	Location: 601 Commonwealth Ave., Suite 1600
Department: Prothonotary's Office, Middle District	Harrisburg, PA 17106
	Benefits: Link to benefits
<i>Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.</i>	

Description:

The Deputy Prothonotary supervises the work of 9 clerical employees in the Superior Court's Harrisburg filing office. Responsibilities include: directing, monitoring, and evaluating staff; managing the work flow of the office by assigning appropriate staff; organizing argument and submission sessions; accessing and reviewing reports and dockets from the Court's case management system (PACMS); answering questions from staff, judges, the public, and other court departments; reviewing invoices and expenditures; performing legal research as required. The Deputy Prothonotary will also collaborate with the Deputy Prothonotaries of the Eastern (Philadelphia) and Western (Pittsburgh) Districts subject to the direction of the Prothonotary.

Primary Duties:

- Supervise staff, prioritize their work, review their work product, and answer their questions.
- Review filings, documents and records for compliance with the Pennsylvania Rules of Appellate Procedure and the Public Access Policy of the Unified Judicial System of Pennsylvania.
- Review correspondence from the Bench, Bar, and *pro se* litigants and prepare appropriate responses.
- Monitor case flow regarding but not limited to: overdue records, overdue briefs, open motions, cases to be listed, cases remanded. Take appropriate action subject to the Rules of Court and the direction of the Prothonotary.
- Review dockets and select cases for argument and submission panels, ensure that appropriate notifications are sent to the parties and necessary documents are forwarded to the Court.
- Review financial reports and approve invoices and expenditures.
- Establish and maintain working relations with chambers, the other administrative offices of the Court, and offices of the Unified Judicial System.
- Collaborate with the Deputy Prothonotaries of the Eastern and Western Districts concerning business operations subject to the direction of the Prothonotary.

Qualifications: Juris Doctor and admission to the Bar of the Supreme Court of Pennsylvania. Five years of progressively responsible supervisory experience. Strong interpersonal and analytical skills as well as a satisfactory criminal background check. This position is based solely in Harrisburg, although travel to other cities in Pennsylvania may be required on occasion.

How to Apply:

Candidates interested in applying should submit a resume, cover letter, and professional reference list to

SuperiorEmployment@pacourts.us.

Commencement Date: February 2023

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. 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.