



Deputy Executive Administrator Superior Court

Department:	Office of the Executive Administrator- Superior Court
Location:	Philadelphia, PA
Posting Date:	1/18/2024
Benefits:	Link to Benefits

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

Description

The Deputy Executive Administrator performs advanced administrative and managerial tasks and reports directly to the Executive Administrator to carry out assignments necessary for the efficient operation of the Court.

Typical Duties

- ✓ Directly supervise and manage professional court staff within the Executive Administrator's Office.
- ✓ Respond to inquiries from judges, chambers staff and the administrative offices.
- ✓ Collaborate with the Human Resources, Finance and Communications Departments of the Administrative Office of Pennsylvania Courts.
- ✓ Coordinate Court conferences and special court sessions as required by the President Judge and Executive Administrator.
- ✓ Assist the Executive Administrator with locating and preparing new judicial chambers and the closeout of existing chambers.
- ✓ Assist with the review and approval of invoices, business expense vouchers, and monthly financial transmittals.
- ✓ Review the Court's subscriptions to various vendors and assist with annual revisions.
- ✓ Assist the Executive Administrator with projects involving the construction or repair of the Court's administrative offices in each of the three districts.
- ✓ Attend Court-related committee meetings as required by the President Judge and Executive Administrator.
- ✓ Prepare for visits to the Court by law school groups as well as local and international bars.
- ✓ Perform related work as required by the President Judge and Executive Administrator.

Minimum Qualifications

- ✓ Graduation from an ABA-approved school of law.
- ✓ Admission to and active member in good standing of the Bar of the Supreme Court of Pennsylvania.
- ✓ 7 years' experience in a professional legal or court setting, including experience in a managerial or supervisory role or equivalent combination of experience and training.
- ✓ Excellent verbal and written communication skills, organizational skills, and the ability to meet deadlines.

Additional Qualifications/Preferences

- ✓ Extensive knowledge of the Unified Judicial System.
- ✓ Proficiency with Microsoft Office applications (Word, Excel, and Outlook).
- ✓ Ability to maintain a high level of integrity in the performance of job duties.
- ✓ Travel required to Court meetings and sessions as well as in-office work.
- ✓ Satisfactory criminal background check required.

How to Apply

Candidates interested in applying should submit a resume with a cover letter noting salary requirements to:

DeputyEAPosition@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.