



SUPREME COURT OF PENNSYLVANIA
PENNSYLVANIA INTEREST ON
LAWYERS TRUST ACCOUNT BOARD

Position:	Administrative Assistant	Starting Salary Range:	\$45,000 - \$49,000
Organization:	IOLTA Board	Location:	Harrisburg

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

The IOLTA Board offers:

- Excellent health benefits
- 14 paid holidays
- Vacation & sick paid time off
- 35-hour work week
- 403 (b) Retirement plan
- Free Parking

The IOLTA Board is a non-profit organization that awards grants to organizations to provide free civil legal services to the poor and disadvantaged. The Board seeks a highly motivated and detail-oriented Administrative Assistant to join its mission. This position involves various administrative duties and supports the office's smooth running.

The successful candidate will:

- Manage all large-scale mailings (approximately three per year), requiring proficiency in using **mail merge**. This includes properly formatting letters, labels, and data sources, coordinating with the mailroom, and preparing mail following bulk mail requirements.
- Generate grant agreements requiring proficiency with mail merge and **Adobe Acrobat Professional**.
- Perform data entry timely and accurately; manage and maintain data related to attorneys, banks, and grants in various data management systems and Excel.
- Monitor the *pro hac vice* admission application queue and process *pro hac vice* applications daily. This includes troubleshooting incomplete or incorrect information with the applicants.
- Track donations received and issue acknowledgment letters promptly.
- Maintain inventory of office supplies and place orders when necessary.
- Record and prepare board meeting minutes for the Executive Director's review within deadline. This requires two overnight (per year) attendances at IOLTA Board meetings in Philadelphia and Pittsburgh.
- Answer and respond to telephone calls, voicemails, and emails. When appropriate, route calls, voicemails, and emails to the appropriate staff person.
- Open, stamp, and distribute incoming mail.
- Deposit checks using remote capture technology, complete the necessary paperwork and generate related reports according to instructions and standards.
- Establish and maintain both electronic and hardcopy paper files as instructed.

Education & Experience:

- Bachelor's degree and one year of experience working in a law firm or other professional office setting OR

- Associate's degree and three to four years of experience working in a law firm or other professional office setting.
- An equivalent combination of education, experience, and/or training may be considered.

Employment Requirements:

- Experience in **Mail Merge** required.
- Previous experience working in a law firm or other professional office setting preferred.
- Proficiency with **Microsoft Office applications (Word, Excel, and Outlook) and Adobe Acrobat Professional.**
- Impeccable oral and written communication skills.
- Ability to maintain composure, professionalism, and poise under stress, particularly while conversing with attorneys and bank personnel.
- Ability to complete work independently with little supervision and use resources to competently solve problems.
- Ability to multi-task and manage simultaneous projects and deadlines.
- Satisfactory criminal background check required.

How to Apply:

Candidates interested in applying for this position may submit a cover letter and resume to: paiolta@pacourts.us

About Us

The IOLTA Board promotes connection, engagement, and collaboration where all ideas are welcome and respected.

[PA IOLTA Board | Helping to Secure Equal Access to Justice](#)