



Position:	Administrative Assistant 2	Starting Salary Range:	\$42,334 - \$53,646
Organization:	Commonwealth Court of Pennsylvania	Location:	Harrisburg
Department:	Prothonotary	Category:	Paraprofessional
		Posting Date:	December 30, 2020

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

Description:

This position provides both technical and skilled administrative work and legal work assisting the attorneys and other staff in the Prothonotary's Office.

An employee in this job primarily supports attorneys by reviewing filings and drafting corresponding memoranda, orders and routine correspondence. The employee will also support administrative staff with responsibilities related to original record review, argument court preparation, and order processing.

Legal work is performed under the supervision and final review of an attorney. Administrative work is performed independently under the general supervision of an attorney or a senior administrative employee.

Typical Duties:

- Draft memoranda and orders addressing the timeliness of recently filed appeals.
- Review motions and applications pertaining to admission of attorneys *pro hac vice* and parties seeking in *forma pauperis* status, and draft corresponding orders resolving same.
- Draft routine orders consolidating cases, dismissing cases for failure to comply with Court directives and in response to prior Court orders.
- Review docketing statements filed in tax appeals and forward to necessary personnel.
- Assist with the review of trial court and agency records.
- Assist with order processing.
- Perform other related duties and responsibilities as required and/or assigned.

Minimum Qualifications:

- Education equivalent to completion of the twelfth grade; AND
- 4 years of experience in a court or law firm working with legal documents as a paralegal, legal assistant, or administrative assistant.
- Any other equivalent combination of experience and training will be considered.

Additional Preferences:

- Graduation from an ABA approved paralegal program.
- Knowledge of legal methods of citation.

Required Knowledge, Skills and Abilities

- Knowledge of Court procedures and policies including the Pennsylvania Rules of Appellate Procedure and the Court's Internal Operating Procedures.
- General knowledge and familiarity with legal terminology, legal documents and the litigation process.
- Ability to analyze facts in order to draft appropriate orders.
- Ability to present legal information in a concise written form.
- Ability to work using modern office practices, procedures and equipment, including use of Microsoft based computer products and systems.
- Experience with PACMS or other computerized case management or docketing systems.
- Ability to work independently and collaboratively with a team.
- Ability to interact and communicate with co-workers, Court personnel, attorneys and the general public.
- Knowledge of English grammar and composition; strong oral and written communication skills.
- Excellent organizational skills.

How to Apply:

Candidates interested in applying for this position are requested to submit a resume, along with a cover letter noting position title **by January 20, 2021** to commonwealthcourtjobs@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.