



Superior Court of Pennsylvania

Position:	Appellate Court Clerk II	Starting Salary Range:	\$34,876 - \$39,946
Organization:	Superior Court of Pennsylvania	Location:	6 th Floor Grant Building
Department:	Reporter's Office		Pittsburgh, PA 15219

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

Description:

This position within the Superior Court Reporter's Office requires compiling and maintaining accurate records regarding the overall work product of judicial chambers and other Court offices.

Typical Duties:

- Monitor entries in the Court's case management system by Court staff for accuracy.
- Prepare notices to the Court advising of necessary corrections required in the case management system.
- Respond to inquiries from Court staff and assist with business procedures as well as case management entries.
- Verify the accuracy of chambers inventory for monthly statistical reports.
- Review and cross check several reports to verify the accuracy of daily dispositions.
- Maintain the Court's webpage with daily, weekly and monthly postings of Court decisions, tables and updated case status.
- Provide the Court's publishers with filed opinions, tables of memorandum decisions, tables with pending reargument, revisions prior to final publication and special ceremonial transcripts of the Court.
- Maintain the Court's internal database of unpublished decisions.
- Perform general office work including answering the telephone, emailing and filing.

Minimum Qualifications:

- Associate's degree and three years of clerical experience preferably within a legal setting.
- An equivalent combination of education and experience, and/or training may be considered.
- Maintain confidentiality of information.

Additional Requirements / Preferences:

- Bachelor's degree and/or paralegal certification from an accredited college or university.
- Thorough knowledge of Court procedures and practices, legal documents and terminology.
- Enhanced level of professionalism in assisting judicial personnel.
- Enhanced attention to detail within a fast-paced work environment.
- Ability to develop and maintain effective work relationships.
- Experience with a computerized case management or docketing system.
- Strong knowledge of, and experience using, the latest version of Microsoft Office.
- Thorough knowledge of modern office practices, procedures and equipment.

How to Apply:

Candidates interested in applying should submit a resume and cover letter to SCReporterPosition@pacourts.us.
Commencement Date: March 2021

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.