

## **Secretary I (Pittsburgh) – Superior Court of Pennsylvania**

Salary: \$40,485 per year, or commensurate with appellate court experience

This position requires organizational skills and ability to learn new software for work performed with the Superior Court of Pennsylvania's Central Legal Staff. This position will require the ability to work both independently and with a staff of attorneys. This position will also work closely with various judicial chambers and Judges. Work is performed primarily under the purview of supervising attorneys in Pittsburgh, and in conjunction with secretaries in Philadelphia and Harrisburg.

### **Responsibilities**

- Significant data entry into the state appellate software program.
- Work with multiple supervising attorneys to maintain assignment lists and enter votes promptly.
- Serve as liaison between Central Legal Staff and chambers.
- Stay apprised of updates to Court's software and technology.
- Assist in proofreading attorneys' work product.
- Assist Secretary II in various responsibilities, including continuous assessments of assignment and notification procedures.
- Serve as backup to Secretary II during absences.

### **Qualifications**

Strong knowledge of, and experience using, latest versions of Microsoft Office. Prior secretarial experience in any legal setting strongly preferred. Prior experience in any court a plus, but not necessary.

**Location** – Superior Court of Pennsylvania, Grant Building, 310 Grant Street, Pittsburgh, Pennsylvania.

**Commencement of Position** – February 2018.

**Applications** – Apply by e-mail to [Philip.Yoon@pacourts.us](mailto:Philip.Yoon@pacourts.us). Please include a cover letter, resume, and a list of references.