



Position: Deputy Chief Clerk for Law

Organization: Commonwealth Court of Pennsylvania

Department: Chief Clerk

Salary Range: Commensurate with experience

Location: Harrisburg

Category: Professional

Posting Date: December 6, 2018

Description:

The Deputy Chief Clerk for Law does complex legal and administrative work that consists of assisting the Chief Clerk of the Commonwealth Court in the discharge of official duties required for the efficient operation of the Court's filing office. Under the direction of the Chief Clerk, and in conjunction with other supervisory staff, the incumbent provides legal support to the filing office, assists with the operational management of the docket, monitoring and management of workflow and assignments, and ensures that all protocols and policies established by the Court and the Chief Clerk are followed. Work is performed with considerable independence.

Typical Duties:

- Conducts initial pre-docketing review of new actions filed with the Court to check for jurisdiction, timeliness, and compliance with the applicable rules of procedure; determines appropriate docket type for new actions; directs send-back or takes other action to address defective filings; drafts case notes or refers matters to central legal staff for further review as needed; identifies high priority or potential high profile cases and alerts appropriate personnel.
- Reviews other documents filed with or submitted to the Court for compliance with the applicable rules of procedure; prepares correspondence to litigants or counsel, drafts case notes and proposed orders, or takes other appropriate steps to resolve issues or problems with filings.
- Reviews miscellaneous and unclassified correspondence and filings – particularly *pro se* communications – and prepares or directs appropriate docketing, response, or other action.
- Supervises the review of trial court and agency records, and conducts secondary review as needed to determine completeness and compliance with the rules of appellate procedure, including: identifying trial court records that require supplementation; drafting correspondence to trial court clerks, prothonotaries, and judges; identifying cases to be consolidated and drafting appropriate orders; identifying procedural irregularities and referring matters to central legal staff for review if needed; and directing the issuance of briefing schedules.
- Monitors and reviews cases remanded from the Supreme Court, and upon remittal makes recommendations to the Chief Clerk or central legal staff as to appropriate next action.
- Provides guidance and assistance on court procedure; responds to inquiries from judges, court staff, other UJS system personnel, attorneys, litigants, and the public regarding case filings and documents; establishes and maintains cooperative working relationships with other staff and other courts.
- Answers docketing clerks' questions about filings, assists clerks at the counter, and responds to questions that clerks are unable to answer.
- Assists the Chief Clerk with communicating and explaining Court rules, policies, and procedures to staff to ensure that all Court rules, policies, and procedures are properly applied by staff.
- Assists with the planning, evaluation, and management of systems, programs, and procedures to perform the essential functions of the filing office in a productive manner; manages special projects as assigned.
- Collects, interprets, analyzes, and summarizes information to be used as a basis for action by the Chief Clerk; reviews correspondence, professional literature, and department activities and informs the Chief Clerk of significant developments and problems; monitors current Supreme and Commonwealth Court opinions for potential relevance and impact on filing office procedures.
- Supervises legal interns working in the filing office.
- Performs designated duties in the absence of the Chief Clerk as needed.
- Performs related work as required and directed by the Chief Clerk.

Minimum Qualifications:

- Graduation from an accredited school of law;
- Possession of a certificate of admission to the Bar of the Supreme Court of Pennsylvania; and
- Five years of progressively responsible legal experience, including experience as an appellate court law clerk or staff attorney, and some experience with administrative and supervisory duties; or
- Any equivalent combination of experience and training.

Additional Preferences / Requirements:

- Knowledge of the workings of the Commonwealth Court of Pennsylvania;
- Knowledge of the Unified Judicial System of Pennsylvania;
- Knowledge of judicial procedure, relevant rules of practice, the Internal Operating Procedures of the Commonwealth Court, and other authorities relevant to the operations of the Court;
- Knowledge of legal research sources, methods, and practices;
- Knowledge of administrative practices and procedures and modern office practices including use of Microsoft based computer products and PACMS (case management system);
- Ability to draft orders, memoranda, and other legal documents;
- Analytical and problem-solving skills, including the ability to put such analysis in clear and logical form for oral or written presentation;
- Ability to understand and follow complex oral and written instructions and to exercise judgment and discretion in applying and interpreting directives of superiors;
- Ability to prioritize and carry out assignments requiring the organization of material and development of action steps with minimal supervision;
- Ability to gather, assemble, correlate, and analyze facts and devise solutions to problems;
- Ability to establish and maintain effective working relationships with inter-agency personnel and external entities;
- Ability to comprehend program goals, objectives, and operations;
- Ability to maintain accurate files and records and to compile complete and meaningful reports;
- Excellent written and oral communication skills; and
- Excellent telephone technique and interpersonal skills; ability to maintain confidentiality and to exercise tact, good judgment, and discretion in handling callers and visitors, disseminating information, and in interaction with the public and court-related personnel.

How to Apply:

Candidates interested in applying for this position should submit a resume, along with a cover letter noting position title, **by December 21, 2018**, to:

Commonwealth Court of Pennsylvania
ATTN: Michael F. Krimmel, Esq.
601 Commonwealth Ave., Suite 2100
P.O. Box 69185
Harrisburg, Pennsylvania 17106-9185

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.