



The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

Organization: The Disciplinary Board of the Supreme Court of Pennsylvania

Position: Administrative Assistant

Location: Harrisburg, PA

Posting Date: 8/19/2020

Starting Salary Range: \$38,213 – 44,462

Remarks: Disciplinary Board employees are not state employees and therefore not participants in the State Employees' Retirement System. Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Description:

This position provides support to the Executive Director, Systems Support Specialist, Finance & HR Coordinator, Deputy Attorney Registrar, Special Counsel, and the Counsel to the Board, with a particular focus on assisting with technology. Responsibilities include hosting remote proceedings via WebEx Meetings; livestreaming remote proceedings via the Board's YouTube channel; updating the Board's website; updating databases; participating in weekly communications meetings; posting to the Board's social media accounts; preparing correspondence and documents; acting as receptionist; and, completing extensive computer tasks.

Typical Duties:

- Answer incoming calls and retrieve/respond to voicemails.
- Sort and distribute incoming and outgoing mail efficiently.
- Perform DocuWare records cleansing weekly, or as needed (web-based).
- Perform substantial data entry to build and grow the Case Research Collection (web-based).
- Act on behalf of the Systems Support Specialist in matters that relate to Hearing Committee review assignments. This may include resetting passwords, walking the members through the assignment, and answering basic questions regarding the software.
- Perform basic website maintenance such as updating public proceedings, adding news articles, etc.
- Perform basic maintenance for all aspects of SharePoint.
- Act as host for remote proceedings using the Board's WebEx Meetings account. For those proceedings that are public, setup a livestream for the public to view the proceeding.
- Assist in the preparation of Attorney Registration or Finance mailings.
- Build and distribute electronic rules books to the appropriate parties.
- Perform the duties of the Systems Support Specialist or the Finance & HR Coordinator in his/her absence.
- As a participant in the staff communications committee, draft and distribute agendas and minutes.
- Draft the monthly newsletter and distribute for comment.
- Generate form letters to the appropriate parties distributing pleadings, reports, orders, notifications of scheduling, and other official correspondence to the appropriate parties.
- After consultation with the appropriate party, respond appropriately to telephone or written inquiries.
- Promptly format documents at the request of a superior for distribution to designated recipients.
- Attend Board events, as necessary.
- Draft PowerPoint presentations for staff, hearing committee members, and Board members.
- Post pre-approved content to the Board's social media accounts.
- Monitor and maintain numerous email accounts for the organization.
- Assist in special projects, as necessary.
- Performs other related duties and responsibilities as required and/or assigned.

Minimum Qualifications:

- 5 years administrative office experience, with significant focus on technology support; OR,
- Bachelor's Degree.
- An equivalent combination of education, training, and / or experience may be considered.

Additional Requirements:

- Knowledge of and skillful proficiency in Microsoft Office Suite (including Excel, PowerPoint, Word, and Outlook), Adobe Acrobat, SharePoint, DocuWare, CMS, ARS, MailChimp, WebEx, website software, internet browsers, and other basic or proprietary computer applications.
- Proficiency in typing and other clerical and administrative functions.
- Ability to express ideas effectively, both orally and in writing.
- Ability to retain composure during difficult circumstances, specifically during conversations with attorneys, courts, and the general public.
- Ability to establish and maintain effective working relationships with supervisors and fellow employees.



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To Apply:

Candidates interested in applying for this position are requested to submit a written resume (video or audio resumes will not be accepted), along with a cover letter noting position title to:

Disciplinary Board – Executive Offices
PO Box 62625
Harrisburg, Pennsylvania 17106-2625

(OR)

DB.jobopenings@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.