POSTING DATE: CONTINUOUS

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: **Legal Clerk I**
Family Court Division

(Open to promotion, transfer or new applicants)

SALARY: **$32,446 - $35,266 (G8)**

Applications are being accepted for this position. Qualified applicants may apply by submitting a completed application, cover letter and resume to the Office of Human Resources, Room 668 City Hall, Philadelphia, PA 19107. **Email and/or faxed applications will not be accepted.**

REQUIREMENTS:

1. High school diploma or equivalent.
2. One (1) to two (2) years of legal clerical experience. Proficiency in typing and data entry is required.

OR

Equivalent combinations of training and experience providing the characteristics required to perform the essential functions of the class may substitute for those listed.

3. After meeting minimum standards, successful completion of a panel review and/or interview process.
4. City residency required within six (6) months of satisfactory completion of an employment orientation period.
5. Ability to perform the essential functions of a position in this class.

GENERAL DEFINITION:

This is entry level clerical legal work, and the individual selected for this position may be assigned to either the Juvenile Branch or Domestic Relations Branch of Family Court, and may be reassigned to either Branch, as business needs might require. The position involves data input of pertinent court outcome information from courtroom and other matters. Daily work may include preparing court lists, obtaining the necessary case records for Judges, Masters, or hearing officers, recording additional supportive data pertaining to case histories, summarizing case dispositions directly onto the court lists for distribution to appropriate personnel within Family Court and other court related agencies, and coding and entering dispositions into appropriate computer systems. Work is performed according to clearly defined rules and procedures, under direct supervision. Assignments are stable in nature and are carried out in accordance with

standard Family Court practices and procedures.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive, and may vary according to which Branch of Family Court the employee is assigned. Other duties may be required and assigned.

- Initiate and update Family Court cases on applicable computer systems
- Check if litigants have other active/inactive cases and pending proceedings; if individual is in custody or under any type of supervision; details of custody status and/or court supervision.
- Check for any and all information from litigant and case histories that are pertinent to pending matter.
- Selects and schedule court dates, conferences, and other appointments.
- Copies court list, blocking out the prejudicial information in the notes, if applicable.

COURTROOM DUTIES (if applicable)

- Records the judge's order on the court list; records any exhibits that are marked and moved into evidence.
- Schedules the next hearing date and records all related dispositional codes, conditions, and institutions.
- At Pre-Trial and Detention hearings, obtain attorney ID# and appoint counsel for juvenile in computer.
- If conflict counsel is needed, forwards request to Legal Liaison Office for formal appointment. When counsel is attached, completes the paperwork and forward to Legal Liaison Office. If notification of counsel is necessary, notify the Legal Liaison Office.
- Typing as required during court proceedings.

OFFICE DUTIES

- Conduct in-person and telephone Interviews with litigants and attorneys to obtain and update case and demographic information, as needed
- Updates case history, address changes and complete all docket information.
- Enter fact-finder disposition for each petition.
- Completes previous day's assignments.
- Copies completed docket for distribution.
- Perform related work, as assigned.

MARGINAL FUNCTIONS:

- Answers the telephone or perform customer service activities.

ENVIRONMENTAL CONDITIONS:

- Standard courtroom and office conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Considerable knowledge of Family Court operations and procedures regarding assigned function.
- Knowledge of clerical procedures necessary to prepare cases and implement court decisions, computerized data entry procedures and related office practices/procedures.
- Knowledge of legal terminology and applicable laws and regulations within court structure.
- Experience with data input and computer information systems.
- Ability to learn new systems and procedures within reasonable timeframes, as business needs require.
- Ability to establish and maintain effective working relationships with court employees and representatives of agencies involved in court hearings and/or implementation of court decisions.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.