

POSTING DATE: February 9, 2015
REMOVAL DATE: February 23 , 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Legal Clerk I
Office of Judicial Records – Criminal Division

(Open to New Hires, Promotion and Transfer)

SALARY: \$32,446 - \$35,266 (G08)

FILING DEADLINE: Monday, February 23, 2015 at 4:00 pm

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. **No fax or email submissions will be accepted.**

REQUIREMENTS

1. High school diploma or equivalent.
and
2. One to two years of progressively responsible clerical experience processing legal instruments and documents
or
3. Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma or equivalent.
4. City residency required within six (6) months of satisfactory completion of an orientation period.
5. Strong organization and communication skills are a requirement
6. Ability to perform the essential functions of the position.

GENERAL DEFINITION

This is a clerical position dealing with legal paperwork. It differs from the non-legal clerical classes by the constant work with legal documents and the degree of consequence of error and accountability involving the abstraction of pertinent information from legal documents in summary form to a docket which may serve as a basis for possible legal activity by counsel and the judiciary. Work is performed according to clearly defined rules and procedures, under direct supervision, in a training mode.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Examines legal documents for posting to the dockets in CPCMS.
- Records filing dates and types of legal documents in CPCMS.
- Returns incorrect documents for appropriate action if necessary.
- Processes documents in accordance with standard procedures.
- Processes Motions and Orders through E-Filing.
- Searches dockets in CPCMS and CDMS in order to serve the public with information.
- Accepts filings from staff, judges, attorneys and other interested parties and exemplifies and certifies essential documents for legal or personal transactions through E-Filing.
- Processes incoming official and essential legal documents for inclusion into CPCMS and CDMS through E-Filing or a manual process according to procedural rules.
- Checks court files and records to correct any migration errors in CPCMS
- Maintains the court record through CPCMS and CDMS.
- Labels and scans records into CDMS.
- Resolves and responds to inquiries concerning court documents or actions.
- Distributes documents to correct destinations and may hand deliver legal documents or records.
- May verify the location of defendants.
- Instructs others on proper procedural steps.

MARGINAL FUNCTIONS:

- Answers the telephone or may meet or greet callers.
- Provides general information pertaining to assigned function.
- Replenishes computer printer, copier or fax machine paper supplies.
- Performs other duties as assigned.

ENVIRONMENTAL CONDITIONS:

- Standard clerical office conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- General knowledge of court system purpose and record keeping processes.
- Ability to write legibly.
- Ability to provide information clearly and concisely, both orally and in writing.
- Ability to recognize different types of documents necessary to effectively perform the docketing function.

- Ability to learn to extract and summarize information from documents in order to fulfill the requirements for docketing.
- Ability to learn and comply with applicable rules, regulations and procedures as they apply to posting information into dockets.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Knowledge of CPCMS and CDMS.
- Typing test.

The First Judicial District of Pennsylvania 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.

<p style="text-align: center;">EMPLOYMENT APPLICATION</p> <p style="text-align: center;">FIRST JUDICIAL DISTRICT OF PENNSYLVANIA HUMAN RESOURCES</p> <p style="text-align: center;"><i>An Equal Opportunity Employer</i></p> <p>The First Judicial District of Pennsylvania does not discriminate on the basis of race, color, religion, age, sex, national origin, veteran status, mental or physical disability.</p>	OFFICE USE ONLY		
	POSITION		
	File:	Test	REJECTED:
			NOTICE TO TEST (1)
			(2)
			(3)
		RESULTS	
		(1)	
		(2)	
		(3)	

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:

1. City residency requirements will be enforced six months after completion of the orientation period of employment.
2. If any pertinent questions are not answered, this application will be rejected.
3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
5. If you intentionally make any false statements or material omissions, this application will be rejected.

NAME (Last, First, Middle Initial)—indicate any former names under which you worked or are known.	ADDRESS (City) (State) (Zip)
EMAIL ADDRESS	HOME PHONE BUSINESS PHONE
POSITION APPLIED FOR	SALARY DESIRED

RELATIVES EMPLOYED BY THE FIRST JUDICIAL DISTRICT OF PA?
 No Yes NAME(S): _____

<p>Have you ever been employed by the First Judicial District and/or the City of Philadelphia? Yes _____ No _____</p> <p>Department(s): _____</p> <p>Dates of employment: _____</p> <p>Last title held: _____</p> <p>Payroll Number: _____</p>	<p>Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? YES NO</p> <p><i>If yes, explain:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Are you currently or have you ever served in the U.S. Armed Services? Yes No</p> <p><i>If yes, years of service:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Please provide license, registration, or certification information required for the position you are seeking. Also indicate whether such license, registration, or certification is currently active.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>May we contact your present employer for information? Yes No</p> <p><i>If no, explain:</i> _____ <input type="checkbox"/> <input type="checkbox"/></p> <p>_____</p> <p>_____</p>	

READ THIS APPLICATION AND YOUR ANSWERS CAREFULLY BEFORE SIGNING BELOW

I certify that the statements made by me in this entire application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly omit or make any misstatement of facts I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Personnel Policies. If I am hired, I understand I am being hired as an "at will employee" of the First Judicial District of Pennsylvania. In the event that there is a need for a reduction in force, for any reason, I understand that I may be subject to layoff. I further understand that if there is a layoff I shall not be entitled to displace other court employees solely because of seniority.

Date _____

Signature _____

1. I agree to a drug test and to random drug testing during my employment with the FJD (If required by job assignment). Yes No

2. I owe fines and costs to the FJD or another court in another jurisdiction. Yes No
If yes, detail balances, dates, jurisdictions and reasons for nonpayment.

3. I owe taxes to the City of Philadelphia or other jurisdictions, including the federal government (Wage Tax, Real Estate Tax, Business Privilege Tax or Federal Income Tax). Yes No
If yes, detail dates, amounts owed, jurisdictions and reasons for nonpayment.

4. I owe Philadelphia Traffic Court and/or Philadelphia Parking fines or costs. Yes No

5. My driver's license is currently suspended or revoked. Yes No
If yes, please explain:

The above answers are true and correct to the best of my knowledge and, if untruthful, will subject me to penalties for false swearing in accordance with the laws of the Commonwealth of Pennsylvania.

EDUCATION

	NAME OF SCHOOL	CITY/STATE	DID YOU GRADUATE		TYPE DEGREE RECEIVED	MAJOR COURSE STUDY
			Yes	No		
High School						
College, University or Professional School						
Other Training or School						

EXPERIENCE: Describe your duties fully. If you held several different positions with the same employer, list each separately. Begin with the MOST RECENT employment and work backward consecutively. If you need more space, list in the same format on blank 8½ x 11 sheets.

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

LENGTH OF EMPLOYMENT From: Mo. _____ Yr. _____ To: Mo. _____ Yr. _____	FIRM NAME	ADDRESS	CITY AND STATE
	TYPE OF BUSINESS	YOUR TITLE	NAME & TITLE OF IMMEDIATE SUPERVISOR
SALARY OR WAGE Starting _____ per _____ Final _____ per _____	DUTIES: Describe the nature of the work PERSONALLY performed by you with estimated PERCENTAGE OF TIME on each type of work. State size and kind of working force, if any, supervised by you and extent of such supervision.		
TOTAL HRS. PER WEEK			
REASON FOR LEAVING			

EXPERIENCE (LIST ANY ADDITIONAL WORK EXPERIENCE OR VOLUNTEER WORK - ACCOUNT FOR ALL TIME SINCE SCHOOL)

DATE (Mo. & Year)		NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING
From	To					

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA

VOLUNTARY EEO SELF-IDENTIFICATION QUESTIONNAIRE

Applicants are considered for all positions without regard to race, color, sex, national origin, veteran status, or disability status. As an Affirmative Action/Equal Employment Opportunity employer, The First Judicial District of Pennsylvania complies with government regulations and affirmative action responsibilities. This information will be kept confidential.

It is requested that each applicant for employment with the First Judicial District of Pennsylvania - Philadelphia County provide the following information. This information is voluntary and will not be considered in the selection process.

I choose not to self Identify

1. Ethnic Group (*please check one*)

Hispanic or Latino

White (not Hispanic or Latino)

Black or African American (not Hispanic or Latino)

Native Hawaiian or Pacific Islander (not Hispanic or Latino)

Asian (not Hispanic or Latino)

American Indian or Alaskan Native (not Hispanic or Latino)

Two or More Races (not Hispanic or Latino)

2. Gender: _____

3. Position Applied For: _____

I certify that the above information is true and correct. (*Please print legibly*)

Date: _____

Name: _____

(Signature)