**POSITION ANNOUNCEMENT**
**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA**
**EQUAL OPPORTUNITY EMPLOYER**

**POSITION:** **Legal Clerk I**
**Office of Judicial Records, Civil Division**

***(Open to promotion, transfer or new applicants)***

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

**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:**

An employee in this position is considered a valuable member of a team and provides support to Civil Division Court staff. Duties are performed following well-established procedures, including processing Legal documents, with or without close supervision. Work is performed under the immediate supervision of the department manager.

**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 instruments to determine information for posting to dockets.
- Abstracts, summarizes and records filing dates, types of legal instruments, and in some cases, substance of legal documents into dockets.
- Returns incorrect documents for appropriate action if necessary.
- Processes documents in accordance with standard procedures.
- Examines legal instruments to determine applicability of posting into indexes of judgments and liens.
- Extracts pertinent information onto work sheets for indexing purposes into a variety of registers.
- Searches dockets and indexes 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.
- Processes incoming official and essential legal documents for inclusion into a system of court

records according to procedural rules.

- Checks court documents for errors and serves as a quality control check.
- Performs terminal or PC data entry on legal filing turn-around documents from hand written or coded material.
- Maintains a court record filing system with adequate controls, standards, and access restrictions.
- Processes outgoing records to microfilm.
- Resolves and responds to inquiries concerning court documents or actions, especially scheduling.
- Prepares legal documents for dissemination or appropriate legal action by signature.
- 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 courtroom and 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 civil documents and legal instruments necessary to effectively perform the docketing function.
- Ability to learn to extract and summarize information from legal instruments in order to fulfill the requirements for docketing and indexing legal information.
- Ability to learn and comply with applicable rules, regulations and procedures as they apply to posting information into dockets and indexes pertinent to the assigned function.
- Ability to establish and maintain effective working relationships with coworkers and the general public.

**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.**