

POSTING DATE: October 4, 2016
REMOVAL DATE: October 11, 2016

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)

REQUIREMENTS

1. High school diploma or equivalent.
2. One to two years of progressively responsible clerical experience processing legal instruments and documents

OR

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 of Philadelphia residency.
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.