

POSTING DATE: Continuous

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

**POSITION: Clerical Assistant I
Domestic Relations, Family Court**

Open to promotion, transfer or new hires

SALARY: \$26,681 - \$28,423 (G03)

Applications and resumes are being accepted for this position. Qualified applicants may **apply by submitting a resume, cover letter and a completed application** to the Office of Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.

REQUIREMENTS

1. High school diploma or equivalent.
2. Successful completion of a written general aptitude test.
3. Some experience in an office environment is preferred.
4. City residency required within (6) months of satisfactory completion of an employment orientation period.
5. Ability to perform the essential functions of the position.

GENERAL DEFINITIONS

This position provides clerical support services within the Domestic Relations division of Family Court. Work is repetitive in nature and once learned can be performed without close supervision. Employees in this class may be required to do some data entry on an as-needed basis. Light physical effort is required in the performance of Clerical Assistant duties.

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.

- Receives requests for court records from lawyers, court officials and the public.
- Sorts and files papers and/or legal documents in a pre-established filing system.
- Receives and responds to telephone and/or personal inquiries regarding practices and procedures of the Domestic Relations division.
- Uses standard office equipment to record, store, retrieve, duplicate or present information.
- Directs the public to appropriate departments based on simple inquiries.
- Fills out forms and applications after verbal inquiries or from handwritten instructions.
- Assists supervisor as needed.

MARGINAL FUNCTIONS

- Maintains inventory of supplies and orders supplies when needed.
- Replenishes paper in office machines.
- Answers telephone and greets the public.

ENVIRONMENTAL CONDITIONS

- Standard clerical office conditions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Knowledge of the English language with adequate reading and writing skills.
- Ability to conduct effective and polite interviews with clients, attorneys and the general public.
- Ability to use standard office equipment, including telephone, fax machine, calculator, copier and personal computers.
- Ability to attend to details.
- Ability to make basic data entry and retrieval using computer equipment.
- Ability to read, understand and interpret instructions and other operating procedures and communicate orally and in writing.
- Ability to learn court clerical, data entry and retrieval procedures.
- Ability to answer telephones courteously and take accurate messages.

The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In accordance 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 employee.

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		FIRM NAME	ADDRESS		CITY AND STATE	
From: Mo. _____ Yr. _____						
To: Mo. _____ Yr. _____		TYPE OF BUSINESS	YOUR TITLE		NAME & TITLE OF IMMEDIATE SUPERVISOR	
SALARY OR WAGE		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.				
Starting _____ per _____						
Final _____ per _____						
TOTAL HRS. PER WEEK						
REASON FOR LEAVING						
LENGTH OF EMPLOYMENT		FIRM NAME	ADDRESS		CITY AND STATE	
From: Mo. _____ Yr. _____						
To: Mo. _____ Yr. _____		TYPE OF BUSINESS	YOUR TITLE		NAME & TITLE OF IMMEDIATE SUPERVISOR	
SALARY OR WAGE		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.				
Starting _____ per _____						
Final _____ per _____						
TOTAL HRS. PER WEEK						
REASON FOR LEAVING						
LENGTH OF EMPLOYMENT		FIRM NAME	ADDRESS		CITY AND STATE	
From: Mo. _____ Yr. _____						
To: Mo. _____ Yr. _____		TYPE OF BUSINESS	YOUR TITLE		NAME & TITLE OF IMMEDIATE SUPERVISOR	
SALARY OR WAGE		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.				
Starting _____ per _____						
Final _____ per _____						
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)