

POSTING DATE: CONTINUOUS

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

POSITION: LEGAL CLERK I
Philadelphia Municipal Court

Open to promotion, transfer or new hires

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

PURPOSE: To establish an eligibility list for future vacancies within the First Judicial District of Pennsylvania.

Applications and resumes 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 faxes please.**

REQUIREMENTS:

1. High school diploma or equivalent and one to two years of progressively responsible clerical experience processing legal documents
OR
Equivalent combination of training and experience leading to a thorough knowledge of Municipal Court policies and procedures.
2. Extensive knowledge of computers and Windows applications (will provide training in specific applications)
3. Successful completion of background check
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 Municipal 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 general duties are normal for the Legal Clerk I position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Works directly with department director and deputy director.
- Skill in communicating authorized court information.
- Works directly with judiciary and their staff regarding case management principles.
- Works directly with other FJD department managers regarding operational issues.
- Works directly with department heads of external civil and/or criminal agencies involving Municipal Court.
- Thorough knowledge of applicable rules, regulations, and procedures as they apply to the assigned function in Municipal Court (e.g., Rules of Civil and Criminal Procedure).

Marginal Functions:

Performs related work as required

ENVIRONMENTAL CONDITIONS:

Standard clerical, office and courtroom conditions

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Ability to summarize pertinent information; reason, apply common sense and understand instructions.
- Ability to resolve problems arising from standard and non standard situations.
- Thorough knowledge of applicable rules, regulations and procedures, as they apply to the assigned function.
- After training, knowledge of CLAIMS, PARS, CPCMS as they apply to the job responsibilities.
- Ability to understand, carryout and effectively communicate all revisions to current case management practices.
- Ability to establish and maintain effective working relationships with judiciary, FJD employees, external civil and criminal justice partners and the public.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American's 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.

EMPLOYMENT APPLICATION FIRST JUDICIAL DISTRICT OF PENNSYLVANIA HUMAN RESOURCES <i>An Equal Opportunity Employer</i> 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.	<i>OFFICE USE ONLY</i>		
	POSITION		REJECTED:
	File:	Test	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):

Have you ever been employed by the First Judicial District and/or the City of Philadelphia? Yes _____ No _____ Department(s): _____ Dates of employment: _____ Last title held: _____ Payroll Number: _____ Are you currently or have you ever served in the U.S. Armed Services? Yes _____ No _____ If yes, years of service: _____ May we contact your present employer for information? Yes _____ No _____ If no, explain: _____ 	Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? If yes, explain: 	YES	NO
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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		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)