

POSTING DATE: CONTINUOUS

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

POSITION: LEGAL CLERK I
Domestic Relations, Family Division

Open to promotion, transfer or new hires

SALARY: \$31,349 - \$34,073 (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
2. One (1) to two (2) years of clerical experience within Domestic Relations; proficiency in Pennsylvania Child Support Enforcement System (PACSES).
OR
Equivalent combinations of training and experience which provide the characteristics required to perform the essential functions of the class may substituted for those listed.
3. Successful completion of a panel review and/or interview process after meeting the minimum standards.
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:

This clerical legal work differs from the non-legal clerical classes by the constant work on projects within the Division that are geared toward improving the performance measures and data integrity within PACSES. Work is performed according to clearly defined rules and procedures, under direct supervision. Assignments are stable in nature and are carried out in accordance with standard practices and procedures as required.

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.

- Examines legal instruments.
- Abstracts, summarizes and records case information onto PASCES.
- Returns incorrect documents for appropriate action if necessary.
- Processes documents in accordance with standard procedures.
- Examines legal instruments to determine applicability of posting to PASCES.
- Searches PASCES in order to provide 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 in-coming 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 data entry onto PASCES.
- 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.
- Keep statistical information on cases processed

ENVIRONMENTAL CONDITIONS:

- Standard office conditions.
- Limited direct contact with court clientele.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Considerable knowledge of the Domestic Relations Branch of Family Court operations and procedures.
- Proficient use of PACSES.
- Knowledge of computerized data entry and office practices.
- Knowledge of Child Support terminology and Rules of Civil Procedure.

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		
	File:	Test	REJECTED:
			NOTICE TO TEST (1)
			(2)
			(3)
		RESULTS (1)	
		(2)	
		(3)	

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:

- City residency requirements will be enforced six months after completion of the orientation period of employment.
- If any pertinent questions are not answered, this application will be rejected.
- If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
- Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
- 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: _____	Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? <i>If yes, explain:</i> _____ _____ _____ _____	YES	NO
Are you currently or have you ever served in the U.S. Armed Services? Yes No <i>If yes, years of service:</i> _____ May we contact your present employer for information? Yes No <i>If no, explain:</i> _____ _____	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. _____ _____ _____		

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)