

POSTING DATE: CONTINUOUS

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

POSITION: LEGAL CLERK I
Domestic Relations, Family Division

Open to New Hires, Promotion or Transfer

SALARY: \$30,584 - \$33,242 (G08)

FILING: Continuous

PURPOSE: To establish and maintain an eligibility list for a period of one year for possible future consideration

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.

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 inquires 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.