

POSTING DATE: CONTINUOUS

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Clerical Assistant I
FAMILY COURT DIVISION

Open to promotion, transfer or new hires

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

Applications 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. Email and/or faxed applications will not be accepted.

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 Family Court Division. The individual selected for this position may be assigned to either the Juvenile Branch or Domestic Relations Branch of Family Court, and may be reassigned to either Branch, as business needs might require. 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 Family Court 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 new systems and procedures within reasonable timeframes, as business needs require.
- 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.