CONTINUOUS

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: **CLERICAL ASSISTANT/PARAPROFESSIONAL**
PRETRIAL SERVICE DIVISION

Open to new hires, promotion or transfer

SALARY: **$30,837 - $33,341 (P6)**

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

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. Bachelor's degree from an accredited college or university.
2. Possession of a valid Pennsylvania driver's license prior to and during tenure of employment.
3. Successful completion of a written examination and completion of an evaluation and interview process by a review panel after meeting minimum application standards.
4. City residency required within six months of satisfactory completion of an employment orientation period.
5. May be required to work varied shifts, weekends or other nontraditional business hours.
6. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This is an entry level position to the Pretrial Service Division operating as a full service bail agency of the Court. Work assignments are clerical but diversified to facilitate learning the basic operations of the division and necessary familiarity with the criminal justice system. Work may be routine but requires analytic thinking within well-established procedures. Initial training is closely supervised by clerical or administrative superior. Since many assignments may take place away from the office setting, the ability to retain learned procedures is essential. While operations of the Pretrial Service Division are continuous, necessity to work on a weekend or other than normal business hours of court may arise.

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 from court officials, lawyers, the public, police department, and prison officials as related to court operations with respect to bail and appointment of counsel.
- Sorts and files legal documents, case folders and other papers according to predetermined filing system; collects and codes data from various law enforcement and court agencies as related and contained n data processing system.
- Perform courier duties as related to delivery and pickup of materials and supplies between the Pretrial Service Division and the various agencies it deals with on a daily basis.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of English language and spelling.
- Possession of a valid driver's license; ability to operate a motor vehicle (car).
- Ability to make basic arithmetic computations with speed and accuracy.
- Ability to learn the operation of office machines.
- Ability to learn and retain information as to court regulations regarding specific clerical procedures.
- Ability to communicate in a well-informed, effective, and professional manner with public and governmental agencies dealing with Pretrial Service Division operations.
- Ability to meet approved minimal physical and medical standards including standing, stooping, bending and lifting.
- Basic knowledge of Microsoft applications – Outlook, Word and Excel.
- Ability to maintain professional appearance.

The First Judicial District is an Equal Opportunity Employer. In compliance 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 employer.