

Posting Date: March 1, 2016
Removal Date: March 15, 2016

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

POSITION: Court Representative I
Family Court Division

Open to promotion, transfer and new applicants

SALARY: \$36,481 – \$39,848 (G-12)

FILING DEADLINE: Tuesday, March 15 @ 4 PM

REQUIREMENTS:

1. High School Diploma or equivalent.
2. One (1) to two (2) years of legal clerical experience.
3. Equivalent combinations of training and experience which provide the characteristics required to perform the essential functions of the class may substitute for those listed.
4. After meeting minimum standards, successful completion of a panel review and interview process.
5. City residency required within six (6) months of satisfactory completion of an orientation period.
6. Ability to perform the essential functions of a position in this class.

GENERAL DEFINITION:

This is specialized clerical work preparing court lists, obtaining the necessary case information for court proceedings, masters' hearings, and non-record conferences; recording additional supportive data pertaining to family histories and case dispositions directly onto the court orders, through the computer systems applicable to the matters. 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 performed under the supervision of a clerical or administrative supervisor and assignments are carried out in accordance with standard Family Court Division practices and procedures.

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.

- Prepares and distributes computerized court lists.
- Answers questions the judge may have with regard to the case.
- Provides court lists, applicable case records and correspondence to the presiding Judges or Masters.
- During court hearings, promptly prepares and distributes outcome orders for the Judge's signature which includes all pertinent requirements ordered by the court.
- Schedules hearings, conferences, appointments, and other matters
- Distributes court lists to other court offices and units, and other appropriate entities.
- Dockets custom orders and additional supportive and demographic data pertaining to family histories on the court list and during hearings.
- Records dispositions when necessary.
- Distributes court orders to applicable individuals, counsel, partner agencies, and other individuals and entities charged with implementing such court orders.
- Updates and maintains computerized court calendar.
- Performs typing in court room as required and data entry for preparation of court lists and related paperwork when not at court hearing.

ENVIRONMENTAL CONDITIONS:

- Standard courtroom and office conditions.
- Direct contact with diverse court clientele.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Considerable knowledge of court operations and procedures regarding assigned function.
- Knowledge of clerical procedures necessary to prepare cases and implement court decisions, computerized data entry procedures and office practices/procedures.
- Knowledge of the statutes, procedural rules, administrative regulations, and other applicable rules and legal terminology governing Family Court matters.
- Ability to learn new systems and procedures within reasonable timeframes, as business needs require.
- Ability to establish and maintain effective working relationships with court employees and representatives of agencies involved in court hearings and/or implementation of court decisions.

The First Judicial District of Pennsylvania 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.