POSTING DATE: January 22, 2015
REMOVAL DATE: February 5, 2015

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Court Clerk
Office of Judicial Records – Criminal Division

(Open to New Hires, Promotions or Transfers)

SALARY: $38,389 - $42,071 (G14)

FILING DEADLINE: February 5, 2015, 4:00 pm

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. **No fax or email submissions will be accepted.**

REQUIREMENTS

1. High school diploma or equivalent.

   and

2. Three years of clerical experience six months of which has been training level court clerk experience in a courtroom learning the methods and techniques used to record, process, and expedite a variety of legal records, documents and forms used in the various criminal and quasi-criminal courts.

   or

3. Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a High School Diploma or equivalent.
4. City of Philadelphia residency.
5. Strong organization and communication skills are a requirement
6. Ability to perform the essential functions of the position.
7. Successful completion of a typing at 50 words per minute

GENERAL DEFINITION

This is full performance level clerical work recording, processing, and expediting a variety of legal records, documents, and forms used in Municipal Court and Common Pleas Court. Employees in this class are responsible for preparing the daily trial list via paper files as well as electronic records to enhance the scheduled court proceedings as well as accessing electronic information from CPCMS and CDMS related to court case management. Contact with members of the judiciary, attorneys, parties involved in court proceedings, and representatives of related

agencies are a significant aspect of the work. Work is performed under the supervision of a technical superior.

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.

- Reviews court records scheduled for hearings or trials for the presence of pertinent legal records and documents, including previous appeals, rulings and notes of testimony; accesses the Common Pleas Case Management System (CPCMS) and the Criminal Document Management System (CDMS) to review the case file; generates trial sheets and distributes them to designated officials within the courtrooms.
- Records a complete and accurate narrative in CPCMS of all orders, rulings and decisions for every matter before the Court; including continuance requests, bail petitions, pretrial motions, jury voir dire, trial dispositions, post-verdict motions, sentencing, post-sentence motions.
- Processes a variety of forms through CPCMS to implement the court's rulings pertaining to commitments, discharges, bail, bond transfer, psychiatric examinations, presence of prisoners, appearances in court, payment of fines and/or costs, bench warrants and any other order of the court. Assures that the appropriate forms are generated, scanned into CDMS and distributed to the appropriate justice partners to execute the Court's Orders.
- Answers inquiries from court officials as to documents and information contained within case files through both CPCMS and CDMS; informs the judge of any new procedures that may impact the implementation of the court's order; assures judge's signature is present on appropriate orders and documents.
- Contacts representatives from other justice agencies to obtain pertinent information not contained in the file for specific cases.
- Performs related clerical work as required within the Office of Judicial Records including, but not limited to scanning documents into CDMS, filing old court records and responding to court related inquiries, in person, by telephone and via email.
- Performs related work as required.

MARGINAL FUNCTIONS:

- Performs other duties as assigned.

ENVIRONMENTAL CONDITIONS:

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

KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of Common Pleas Case Management System and Criminal Document Management System.
- Knowledge of the operations and procedures of Municipal Court and Common Pleas Court.
- Knowledge of the procedures required to prepare cases for court, to implement court decisions, and to facilitate the orders of the courts.
- Knowledge of the purpose and format of a variety of legal documents, records and forms used in the different criminal courts.
- Knowledge of the English language and spelling.
- Knowledge of legal methods and procedures.
- Knowledge of criminal law as it pertains to sentences established for various offenses.
- Knowledge of legal terminology to assist in entering a complete narrative of the Court's rulings on each case.
- Ability to prepare and process a substantial variety of legal documents
- Ability to enter and retrieve data from computerized systems.
- Ability to maintain records and prepare reports.
- Ability to establish and maintain effective working relationships with judicial authorities, lawyers, associates, and the general public.
- Ability to type 50 words per minute.

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.

EMPLOYMENT APPLICATION

FIRST JUDICIAL DISTRICT
OF PENNSYLVANIA
HUMAN RESOURCES

An Equal Opportunity Employer

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.

OFFICE USE ONLY

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

READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM:

1. City residency requirements will be enforced six months after completion of the orientation period of employment.
2. If any pertinent questions are not answered, this application will be rejected.
3. If you do not meet the minimum training and experience qualifications for the position applied for, this application will be rejected.
4. Application must be signed to be accepted, and returned to the Courts' Human Resources Office, Room 668 City Hall, Philadelphia, PA 19107.
5. 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: _____

Are you currently or have you ever served in the U.S. Armed Services? Yes ☐ No ☐

If yes, years of service: _____

May we contact your present employer for information? Yes ☐ No ☐

If no, explain:

_____

_____

Have you ever been dismissed for inefficiency, delinquency, or misconduct, or been permitted to resign to avoid dismissal? YES ☐ NO ☐

If yes, explain:

_____

_____

_____

_____

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 Yes	DID YOU GRADUATE No	TYPE DEGREE RECEIVED	MAJOR COURSE STUDY
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 Starting_____per _____ Final_____per _____	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.*		
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 Starting_____per _____ Final_____per _____	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.*		
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 Starting_____per _____ Final_____per _____	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.*		
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)* From	DATE *(Mo. & Year)* To	NAME OF EMPLOYER	ADDRESS	YOUR TITLE	YOUR SALARY	REASON FOR LEAVING

You must complete all pages of this application.

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. Sex: a: ☐ Male b. ☐ Female

3. Position Applied For: _____

****

I certify that the above information is true and correct. *(Please print legibly)*

Date: _____ *Name:* _____

_____
(Signature)

08-202
(Rev. 1/14)