

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

POSITION: Clerk Messenger I
Court of Common Pleas, Office of the President Judge, Administration Unit

(Open to Promotion, Transfer, and New Hires)

SALARY: \$25,265 - \$26,827 (G01)

REQUIREMENTS:

1. Education equivalent to completion of the eighth school grade.

OR

Equivalent combinations of training and experience providing the characteristics required to perform the essential functions of the class may substitute.
2. City Residency required within six (6) months of satisfactory completion of an employment orientation period.
3. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This is routine manual and clerical work. Work is performed under the immediate supervision of an administrative or clerical superior. Assignments are limited in nature and are performed in accordance with detailed instructions. Some physical effort may be required in the performance of messenger and related 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 and delivers office communications and incoming mail, packages, or other materials for established schedules or special assignments.
- Stamps and prepares letters, packages, printed matter, and other outgoing material for mailing.
- Receives telephone messages and relays information.

MARGINAL FUNCTIONS:

- Performs light moving of furniture and other office equipment.
- Performs related work as required

ENVIRONMENTAL CONDITIONS:

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

- Exposure to outside weather conditions and driving hazards.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Ability to learn simple, repetitive tasks within a responsible period of time.
- Ability to perform light manual tasks.
- Ability to understand and follow oral and written instructions.
- Ability to make arithmetic calculations and to write legibly.

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.