

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

POSITION: Legal Clerk III
Pretrial Services Department
Data Verification Unit

(Open to Promotions, or Transfers only)

SALARY: \$36,481 - \$39,848 (G12)

REQUIREMENTS:

1. High school diploma and four (4) years of progressively responsible clerical experience processing criminal procedure legal documents and instruments.
2. Fundamental understanding of policies and procedures relating to NCIC, JNet, CLEAN, and CPCMS.
3. Successful completion of a panel review process.
4. Ability to work varied hours and shift assignments. The position is deemed essential personnel and must be staffed at all times including court closures and holidays.
5. Satisfactory completion of a six-month employee orientation period.
6. Continued City of Philadelphia residency.
7. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This position provides administrative and clerical support to the Pretrial Services Division, specifically assigned to the Data Verification Unit. The person selected must be able to work varied and non-traditional shift assignments during weekdays, weekends and holidays. Primary responsibilities will be staffing the bench warrant surrender room: processing and verifying bench warrants for individuals surrendering on bench warrants and completing the necessary data entry to schedule a bench warrant hearing. Staffing the bench warrant hearing room: to provide the court with historical court information related to individuals who are the subject of the hearings and to document the results of the hearings. Receipt and processing of the prison custody list for compilation of the prison bench warrant hearing list and entry into the CPCMS Courtroom bucket.

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.

- Provides administrative and clerical support to the NCIC, CLEAN, and JNet functions
- Interact with judges, attorneys, courtroom personnel, prison staff and the public
- Interpret docket information to ascertain the validity of warrants.
- Data entry in CPCMS and FoxPro programs for the compiling of bench warrant hearing

- lists and scheduling of hearings. .
- Provides information to the judge and attorneys related to a defendant's prior court history at the bench warrant hearings to assist in assessing bail or release options.

MARGINAL FUNCTIONS

Performs related work as required.

ENVIRONMENTAL CONDITIONS

Standard office conditions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Knowledge and experience working in various computes programs and applications including NCIC, JNet, CLEAN and CPCMS
- Ability to establish and maintain effective working relationships with judges, attorneys, courtroom staff, Sheriff's personnel and the public.
- Knowledge of criminal procedures
- Ability to provide information clearly and concisely.
- Knowledge of Windows, Microsoft, Excel and SharePoint.
- Ability to project a positive and professional image to the Bar and the public.

The First Judicial District is an Equal Opportunity Employer. In compliance with the American 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.