

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

**POSITION: ADMINISTRATIVE TECHNICIAN I
FAMILY COURT DIVISION**

(Open to new hires, promotion or transfer)

SALARY: \$34,470 - \$37,564 (G10)

REQUIREMENTS:

1. High School diploma or equivalent.
2. Three (3) years in progressively responsible clerical position in assigned functional area.

OR

Completion of at least two years of study at an accredited college or university.

OR

Equivalent combinations of training and experience providing the characteristics required to perform the essential functions of the class may substitute for those listed.

3. City residency required within six (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of a position in this class.

GENERAL DEFINITION

This is skilled paraprofessional work performing a variety of administrative and technical activities of specific scope and difficulty. 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. The work involves extensive independent judgment and considerable discretion to act. Supervision of a number of clerical employees may be performed. This class is distinguished from advanced level clerical classes by the scope of responsibilities, difficulty and complexity of functions and assignments performed, and degree of independent judgment for resolving functional problems. General supervision is received from an administrative 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.

- Prepare and maintain information, reports, records, and spreadsheets.
- Collect, verify, organize and input data into databases.
- Draft, prepare and proofread a variety of finished documents such as letters, memoranda or reports.
- Disseminates information to appropriate offices.
- Enters and retrieves information from personal computer or Courts system.
- Search, process and prepare petitions for court.
- Submit cases into court computer systems.
- Search cases in court computer systems and update information, as necessary

- Docket court filings, including but not limited to administrative and other court orders, evaluations, drug screens, paternity tests and safety affidavits filed by DHS, and documents filed by attorneys and the public that require docketing into appropriate court systems.
- Receive and/or prepare, docket, and schedule for appropriate proceedings petitions filed within the applicable Branch of Family Court.
- Assist attorneys and clients with inquiries and maintain logs of parties reviewing petitions and other court records.
- Work in conjunction with other offices within Family Court, the FJD, and partner agencies to prepare cases for court.
- Perform other duties as assigned.

MARGINAL FUNCTIONS

- Performs related work as required.

ENVIRONMENTAL CONDITIONS

- Standard office conditions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Ability of business English, spelling and arithmetic.
- Ability to understand and follow written and oral instructions.
- Ability to present ideas effectively, both orally and in writing.
- Good work habits, such as organization, time/task management and the ability to work without close supervision once trained.
- General knowledge of the statutes, procedural rules, administrative regulations, and other applicable rules governing Family Court matters, and specific knowledge of the administrative aspects of case initiation, management and conditions is preferred.
- Knowledge of standard computer software for word processing, spreadsheet software, such as Word, Access, and Excel.
- Ability to enter and retrieve data from computerized systems.
- Ability to learn new systems and procedures within reasonable timeframes, as business needs require.
- Ability to establish and maintain effective working relationships with coworkers, lawyers, associates, court personnel and the general public.

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.