

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

**POSITION: Court Clerk Trainee
Office of Judicial Records, Criminal Division**

(Open to promotion, transfer and new hires)

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

FILING DEADLINE: Wednesday, March 23 @ 4 P.M.

REQUIREMENTS:

1. High school diploma or equivalent.
2. Three (3) years of clerical experience

OR

Any equivalent combination of acceptable experience determined to be acceptable by the First Judicial District of Pennsylvania.

3. City residency required within six (6) months of satisfactory completion of an orientation period.
4. Ability to perform the essential functions of the position.
5. Successful completion of a typing test at 50 words per minute

GENERAL DEFINITION:

This is entry 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 learn the process of preparing the daily trial list via electronic records and paperwork 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 is a significant aspect of the work. Work is performed under the supervision of a Court Clerk II and Court Services Manager.

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, sentencings, 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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of general clerical processes and procedures
- Knowledge of legal methods and procedures
- Knowledge of legal terminology
- Knowledge of the English language and spelling
- Ability to learn Common Pleas Case Management System and Criminal Document Management System.
- Ability to learn the operations and procedures of Municipal Court and Common Pleas Court.
- 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.

ENVIRONMENTAL CONDITIONS:

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

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.