



SUPREME COURT OF PENNSYLVANIA
PENNSYLVANIA INTEREST ON
LAWYERS TRUST ACCOUNT BOARD

Organization: Pennsylvania IOLTA Board

Position: Administrative Assistant

Location: Harrisburg, PA

Schedule: M – F; 35-hour workweek

Expected Travel: 5 – 10%

Starting Salary Range: \$37,648 - \$44,021

Posted: May 1, 2024

Close Date: May 24, 2024

Please Note: Pennsylvania IOLTA Board employees are not State employees and, therefore, not participants in the State Employees Retirement System. Starting salary will depend upon the qualifications and employment history of the selected candidate.

PA IOLTA Board employees are subject to the [Supreme Court of Pennsylvania's Code of Conduct](#).

About the Pennsylvania IOLTA Board

The Pennsylvania IOLTA Board is a 501(c)3 non-profit organization operating under the Supreme Court of Pennsylvania. Since 1989, the IOLTA Board has been Pennsylvania's leading funder of civil legal aid and access to justice. With a small professional staff, the IOLTA Board administers various court-directed and legislatively-directed revenue sources, manages a robust grants program, and monitors attorneys and financial institutions for compliance with certain provisions of the Pennsylvania Rules of Professional Conduct.

The IOLTA Board employs highly motivated, detail-oriented, self-directed professionals with a passion for our mission. Our staff culture promotes connection and engagement as well as collaboration where all ideas are welcome and respected.

Administrative Assistant

The Pennsylvania IOLTA Board has an immediate opening for a full-time Administrative Assistant. The successful candidate will perform a variety of secretarial and administrative tasks competently and effectively, meet overlapping deadlines, independently prioritize and organize tasks and assignments, demonstrate attention to detail, including proofreading, grammar, and formatting documents, accomplish data entry timely and accurately, handle uploading and downloading files, communicate professionally in writing and orally, independently answer routine questions from attorneys and bankers, be adaptable to new responsibilities, and maintain confidentiality.

The Administrative Assistant reports to the Director of Finance & Administration.

Typical Duties

- Answers and responds to telephone calls, voicemails, and emails. When appropriate, routes calls, voicemails, and emails to the appropriate staff person.
- Opens, stamps, and distributes incoming mail.
- Deposits checks using remote capture technology, completes the necessary paperwork, and generates related reports according to instructions and standards.
- Establishes and maintains both electronic and hardcopy paper files as directed and in accordance with instructions and standards.
- Manages all large-scale mailings (approximately three per year) which requires proficiency with mail merge processing and includes properly formatting letters, labels, and data sources, coordinating with the mailroom, and preparing mail in accordance with bulk mail requirements.
- Generates grant agreements which requires proficiency with mail merge processing and Adobe Acrobat Professional.
- Performs data entry timely and ensures accuracy, manages and maintains data related to attorneys, banks, and grants in various data management systems and Excel.
- Monitors the *pro hac vice* admission application queue and processes *pro hac vice* applications daily. This includes troubleshooting incomplete or incorrect information with the applicants.
- Tracks donations received and issues acknowledgment letters in a timely manner.
- Maintains inventory of office supplies and places orders when necessary.
- Records and prepares board meeting minutes for the Executive Director's review within deadline. This requires attendance at quarterly PA IOLTA Board meetings, some of which are held in Philadelphia and Pittsburgh.
- Arrives to work punctually and is present during scheduled working hours.
- Provides administrative support to all PA IOLTA staff as needed.
- Performs other clerical duties as assigned.

Minimum Qualifications

- H.S. Diploma and 3 – 5 years of clerical experience in a professional office or legal setting.
- Proficiency with Microsoft Office Suite 365 (Word, Excel, and Outlook), Adobe Acrobat Professional, data management systems, and internet browsers.
- Impeccable oral and written communication skills.
- Competency with spelling, punctuation, and grammar as well as general office practices and procedures.
- Ability to maintain a high level of integrity and observe confidentiality in the performance of job duties.
- Ability to maintain composure, professionalism, and poise under stress, particularly while conversing with attorneys and bank personnel.
- Ability to complete work independently with little supervision and use resources to competently solve problems.
- Ability to multi-task and manage simultaneous projects and deadlines.
- Satisfactory criminal background check required.

Remote Work

Employees must complete at least three (3) calendar months of continuous employment on-site before remote work will be considered. An employee must demonstrate specific attributes, including, but not limited to, reliability, responsiveness, accountability, self-discipline, ability to self-manage assigned tasks, effective communication, strong time management, organizational and technological skills, to be eligible for remote work. Requests for remote work will be considered on a case-by-case basis.

Benefits

The Pennsylvania IOLTA Board offers excellent benefits, including health insurance, 403(b) retirement plan, parking, vacation, sick, personal and holiday paid time off.

To Apply

Send a cover letter and resume to: paiolta@pacourts.us. No phone calls, please.

Candidates will be required to take a computer skills test prior to the initial interview.

The Pennsylvania IOLTA Board is an equal opportunity employer.