

# Appellate Court Clerk 2 PACMS



Starting Salary Range:	\$45,698-\$55,007
Department:	Reporter's Office
Location:	Pittsburgh, PA
Posting Date:	5/1/2024
Benefits:	<a href="#">Link to Benefits</a>

## Description

This is generally an oversight position that entails complex clerical work in an appellate court. Work involves performing a variety of quality control processes and clerical functions which will require multiple PACMS security roles. Duties will require the application of independent judgement and the interpretation of routine policies and regulations on the basis of training and knowledge gained through experience on the job.

## Typical Duties

- ✓ Maintains all records pertaining to each judge's inventory and provides reminders regarding assignments, votes, and filings.
- ✓ Provides quality control review of all Chambers' PACMS entries and sends notices for corrections regarding errors and omissions.
- ✓ Serves in an advisory capacity in responding to inquiries from Chambers' secretaries and law clerks regarding court-specific business processes and assisting with PACMS navigation.
- ✓ Serves as back-up administrative staff when requested by Chambers. Duties entail circulating decisions, processing motions and orders, entering votes and filing decisions.
- ✓ Compiles Chambers' monthly inventory reports.
- ✓ Maintains the Superior Court landing page of the UJS website with case related postings which includes daily dispositions, tables of unpublished decisions, reargument tables, and update the postings with the reargument status and citation.
- ✓ Communicates regularly with the Court's publishers providing precedential decisions, tables of reargument, tables of non-precedential decisions, notices of a change in case status and ceremonial transcripts.
- ✓ Maintains the Court's internal database of non-precedential decisions, SCOPIN.
- ✓ Oversees a variety of the Prothonotary's PACMS entries used in compiling various statistical reports and performing a variety of Reporter processes.
- ✓ Provides correction notices to each Prothonotary's district office identifying errors or omission and recommend the corrective measures as needed.
- ✓ Completes weekly reports for Central Legal Staff and provides them to the staff attorneys and their supervisors.
- ✓ Perform related work supporting the Deputy Reporter and Reporter.

## Minimum Qualifications

- ✓ Bachelor's degree and/or paralegal certification from an accredited college or university.
- ✓ An equivalent combination of education and experience, and/or training may be considered.

## Additional Qualifications/Preferences

- ✓ Enhanced attention to detail within a fast-paced work environment.
- ✓ Proficiency with Microsoft Office applications (Word, Excel, and Outlook)
- ✓ Satisfactory criminal background check required.

## How to Apply

- ✓ Submit all resumes to [SuperiorReporterPosition@pacourts.us](mailto:SuperiorReporterPosition@pacourts.us) e-mail address.

### Unified Judicial System Hiring Policy

*The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.*