

JOB POSTING WITH DESCRIPTION

JOB TITLE: Court Related Specialist/Paralegal **DEPARTMENT:** Public Defender
STATUS: Non-Exempt/Union **DEPARTMENT #:** 157
Salary: \$41,212.04 as of 01/01/2025

GENERAL SUMMARY: The person in this classification performs specialized legal work that requires specific knowledge of the court system and its procedures.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative direction from the Public Defender and Assistant Public Defenders.

ESSENTIAL JOB FUNCTIONS:

- Drafts Petitions and Motions to be presented in Common Pleas Court and in the Superior Court of Pennsylvania.
- Enters on computer briefs, petitions, and motions, and other previously drafted material and assembles and arranges legal documents in a prescribed format.
- Coordinates the gathering of information from various departments in the preparation of legal documents.
- Maintains files for each client.
- Makes and cancels appointments; answers phone inquires.
- Makes all copies and files documents/petitions to be presented in Court and to be signed by the Court.
- Performs court related duties as assigned by management.
- Responsible for filing and assembling of files for scheduled hearings.
- Manages monthly trial lists.
- Mails hearing notices to clients.
- Calendars all paroles and prepares petitions for parole in a timely manner.
- Prepares Notices of Appeal and all related paperwork for the Superior Court.
- Prepares the payroll and keeps track of each employee's vacation, personal and sick days.
- Opens, screens, and distributes mail and replies to correspondence independently.
- Coordinates matters with the Courts and Court Administration.
- Performs tasks including searches and retrieval of information from the Statewide Web Docket Sheets (Criminal).

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general legal terminology and legal principles.
- Knowledge of the policies and procedures relating to the Public Defenders office and the Courts.
- Ability to draft form pleadings and discovery.
- Exceptional ability to communicate effectively orally and in writing.
- Ability to maintain confidential information.
- Ability to organize and prioritize workload.
- Ability to understand and follow written and oral directions.
- Ability to use and knowledge of modern office equipment, including MS Word software.

MINIMUM JOB REQUIREMENTS:

- Degree in Secretarial Science (legal specialty) or a minimum of (5) years of legal clerical experience.

WORKING CONDITIONS:

- Work is normally performed in a typical office environment.
- May be required to sit, stand, or walk for extended periods of time.
- Occasional stooping and bending.
- May be required to travel on occasion.
- Exposure to computer screen.



The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Job posting: December 2, 3,4,5,6,9
