



**5<sup>th</sup> JUDICIAL DISTRICT OF PENNSYLVANIA  
COUNTY OF ALLEGHENY  
PITTSBURGH, PENNSYLVANIA**

**POSITION TITLE:** MINUTE CLERK  
**CLASSIFICATION:** Clerical  
**LOCATION:** Criminal Division, Courthouse  
436 Grant Street, Pittsburgh, PA 15219  
**STATUS:** Full-Time, Benefits Eligible  
**STARTING SALARY:** Up to \$4,414.59 a month

**SUMMARY:**

This is clerical work in the Criminal Division of the Court of Common Pleas. Responsibilities include scheduling a workable calendar for a judge and preparing case files and related paper work for pre-trial conferences, trials and post-trial matters. Work involves some initiative and independent judgment, and it is carried out under supervision of the department manager and assigned judge(s) and in accordance with established policies and procedures.

**QUALIFICATION REQUIREMENTS:**

- Five years of experience in the Court of Common Pleas or similar work setting.
- A college degree or specialized training in criminal justice may be substituted for work experience or any acceptable combination of training and experience.
- Basic knowledge of computer usage, data entry skills, and familiarity with accessing the internet.
- Ability to carry out moderate tasks with accuracy under some supervision.
- Ability to maintain accurate records and files.
- Ability to work and communicate effectively with court officials, other agencies, attorneys, associates and the public.
- Ability to multitask.
- Ability to satisfactorily complete training in the Criminal Division Common Pleas Case Management System (CPCMS) and Justice Network System (JNET) record systems.

**DUTIES & RESPONSIBILITIES:**

The primary responsibilities/duties of the position are:

- Maintains the Court's files on a daily basis.
- Prepares and completes original case files, related paperwork and all computer-related data entry for pretrial conferences, hearings and trials.
- Conducts pretrial conferences in the absence of the judge.
- Notifies the jury coordinator of pending jury trials and postponements or cancellations of such trials.
- Executes required legal forms as instructed by the judge.
- Swears in jurors, witnesses and interpreters.
- Responds to appropriate inquiries from court personnel, attorneys and others concerning procedures schedules and specific cases.
- Schedules a workable calendar for the judge.

**BENEFITS:**

Standard health and fringe benefits plans available to Court clerical staff. This includes health, dental, life and accident insurance plans and sick leave and vacation benefits.

**HOW TO APPLY:**

Candidates interested in applying for this position must submit a cover letter, resume, and completed application by **January 31, 2019**. An employment application is available for download on the Human Resources page of this website or by calling the Court's Human Resources office at 412-350-5487. Please submit this information to:

**COURT HUMAN RESOURCES OFFICE  
350 FRICK BUILDING  
437 GRANT STREET  
PITTSBURGH, PA 15219**

**EQUAL OPPORTUNITY EMPLOYER**