



Position: Legal Assistant 1 - JCB	Starting Salary Range: \$38,000 - \$45,000
Position ID #:	Location: Harrisburg
Organization: Judicial Conduct Board	Category:
Posting Date: 08/26/2019	Closing Date: 09/16/2019

Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Description:

The Legal Assistant provides support to the Board's legal and investigative staff during confidential investigations and subsequent litigation involving alleged violations of the Code of Judicial Conduct and the Rules Governing the Standards of Conduct of Magisterial District Judges.

Typical Duties:

- Obtain legal records and documents based upon allegations contained in a Confidential Request for Investigation.
- Assist in document preparation throughout the course of a case until final disposition.
- Enter records and data in the Board's case management system.
- Assist in case management for trial including discovery, witness preparation prior to and during trial, maintenance of trial notebooks, evidence and trial exhibits.
- Answer telephone and respond to prospective complainants' inquiries about the Board's mandate and procedures.

Minimum Qualifications:

- Associate or Bachelor's Degree in Paralegal or Legal Studies.
- An equivalent combination of education, training, and/or experience may be considered.

Additional Requirements / Preferences:

- Satisfactory criminal background check required.
- High standards of personal and professional integrity required.
- Maintenance of strict confidentiality required.
- Strong organizational skills including the ability to multi-task and prioritize assignments required.
- Excellent written and verbal communication skills required.
- Experience with **Microsoft Office Suite** and **Adobe Acrobat** preferred.

Benefits:

- Comprehensive benefits package including retirement plan, health and life insurance, paid annual, sick and holiday leave.

How to Apply:

Candidates interested in applying for this position are requested to submit a letter of interest, resume, and salary history to: Paula Caruso, Administrative Coordinator, Judicial Conduct Board, P.O. Box 62525, Harrisburg, Pennsylvania 17106-2525. **No telephone, fax, or email replies.**

Judicial Conduct Board Hiring Policy

The Judicial Conduct Board 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. All hiring policies and procedures are intended to conform to all provisions of the Pennsylvania Human Relations Act, the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and all other state and federal statutes governing fair and non-discriminatory hiring practices.