

## Description & Department Profile

This position oversees the legal aspects of the Common Pleas Criminal Court Case Management System (CPCMS), an automated system used for managing all cases filed in the Criminal Divisions of the Courts of Common Pleas and Philadelphia Municipal Court. The selected candidate will assist IT Department staff to ensure that the CPCMS remains in compliance with all applicable laws and legal procedural requirements. In addition, the candidate will serve as a liaison between AOPC and various organizations and conduct legal research for inquiries related to the CPCMS. Moreover, the role provides legal assistance to the Chief Counsel and other IT Legal Counsel as needed. This position also plays a significant role in addressing public access to court records, including creating and maintaining various policies on public access at a statewide level and presenting at national conferences and various statewide organizations. Work is performed independently under the direction of the Supervising Legal Counsel.

### ◆ Typical Duties

- Assists IT staff in responding to legal issues received from CPCMS users. This includes answering questions in the internal help desk call tracking system, responding to direct inquiries (email, phone, or letters) from court personnel, judges, attorneys, and law enforcement agencies, attending IT Development meetings as needed, and suggesting and reviewing potential modifications to system programs to ensure compliance with laws and procedural requirements.
- Monitors pending legislation that might impact the Unified Judicial System and CPCMS. This may involve attending meetings (internal and external) to discuss legislation, testifying before a Committee of the General Assembly, and drafting amendatory language as needed.
- Serves as a non-voting representative of the AOPC to the Supreme Court's Criminal Procedural Rules Committee.
  - Requesting the Committee review various procedural issues significant to the CPCMS.
  - Reviewing proposed amendments to the Rules of Criminal Procedure to identify the impact of proposals to the CPCMS.
  - Interacting with the Committee and staff regarding proposed changes to the system.
- Creates and implements various policies regarding public access to court records. This includes making presentations to various statewide organizations, such as the Special Court Judges Association, President Judges/ Pennsylvania Association of Court Management, Clerks of Courts/Prothonotaries Association, and at national conferences. This position is a member of AOPC's internal working group, which reviews all requests for access to electronic case record information.
- Maintains public access contracts, request forms, and other documentation related to the release of information by AOPC. Researches related topics such as the Right to Know Law, decisions of the Office of Open Records, copyright, and other matters on an as-needed basis.
- Assists the Chief Counsel, Supervising Legal Counsel, and other IT Counsel, including serving as "backup" Counsel when needed.

- Serves as a liaison between AOPC and other organizations/interested parties who have questions about CPCMS, such as the Solicitor for the Statewide Clerks of Courts Association, the Supreme Court's Criminal Procedural Rules Committee, General Assembly, and Executive Branch agencies such as the State Police, Department of Revenue, Attorney General, Auditor General, and Department of Transportation.
- Assists Supervising Legal Counsel with attendance at various workgroups/Committees when needed.

### ◆ **Minimum Qualifications**

- Graduation from an ABA-approved law school.
- Admission to and in good standing before the Bar of the Supreme Court of Pennsylvania.
- Two years of professional legal experience.

### ◆ **Additional Qualifications/Preferences**

- Occasional overnight travel may be required.
- A satisfactory criminal background check is required.
- Excellent oral and written communication skills are required.
- Applicants with experience practicing before Common Pleas Criminal Courts preferred.

### ◆ **How to Apply**

Apply online at [www.pacourts.us/judicial-administration/human-resources/job-openings/](http://www.pacourts.us/judicial-administration/human-resources/job-openings/).

## 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.*