

## Description & Department Profile

This position oversees the legal aspects of the Magisterial District Judge System (MDJS), an automated case management system used throughout the state for processing all cases filed in the magisterial district courts. The selected candidate will assist IT Department staff to ensure that the MDJS complies with all applicable laws and legal procedural requirements. In addition, the candidate will serve as a liaison between AOPC and various committees and conducts legal research for inquiries related to the MDJS. Moreover, the role provides legal assistance to the Chief Counsel and other IT Legal Counsel as needed. Work is performed independently under the direction of the Supervising Legal Counsel.

### ◆ Typical Duties

- Provides support to the IT team in addressing legal matters received from MDJS users. Responsibilities include answering questions in the internal help desk system and responding to direct inquiries from court personnel, lawyers, judges, and law enforcement agencies via email, phone, or letters. Attends IT Development meetings as needed and reviews potential changes to system programs to ensure they comply with relevant laws and procedures.
- Monitors and analyzes legislation that could impact the Unified Judicial System and the MDJS. 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.
- Reviews all proposals for rule amendments from any Committee to determine the impact on automated systems.
- Serves as a non-voting representative of the AOPC to the Supreme Court of Pennsylvania's Minor Court Rules Committee.
  - Requests Committee review of various procedural issues of significance to the MDJS.
  - Reviews proposed amendments to the Rules of Civil Procedure Governing Actions and Proceedings before Magisterial District Judges to identify the impact of proposals to the MDJS.
  - Interacting with the Committee and staff regarding proposed changes to the system.
- Reviews requests for MDJS reports.
- Assists the Chief Counsel, Supervising Legal Counsel, and other IT Counsel as required, including serving as "backup" Counsel when necessary.
- Assists Supervising Legal Counsel by attending different workgroups and Committees as required.
- Performs work related to trademarks necessary to safeguard specific systems and products developed by the IT Department.
- Ensures that the statewide Traffic and Non-Traffic citations are consistent with all relevant legal authority.

### ◆ 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 Magisterial District 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.*