



ADMINISTRATIVE OFFICE  
of PENNSYLVANIA COURTS

|                  |                             |                               |                            |
|------------------|-----------------------------|-------------------------------|----------------------------|
| <b>Position:</b> | <b>Facilities Assistant</b> | <b>Starting Salary Range:</b> | <b>\$31,658 - \$36,260</b> |
| Position ID #:   | 12-03                       | Location:                     | Harrisburg                 |
| Organization:    | AOPC                        | Category:                     | Clerical                   |
| Department:      | Administrative Services     | Posting Date:                 | 1/31/12                    |

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

**Description:**

This position involves complex clerical work assisting with facilities-related issues at the Pennsylvania Judicial Center (PJC) in Harrisburg and other AOPC locations. Work is performed under the direction of the Facilities Supervisor.

**Typical Duties:**

- Serves as point of contact regarding all facilities-related issues (i.e. housekeeping, maintenance, security, parking, etc.); responds to all call center requests and assigns work orders to the correct parties.
- Follows-up on emergency calls and open service requests to ensure reported problems are addressed and resolved in a timely manner.
- Ensures accurate data is maintained in space planning records via Archibus and AutoCAD software; assists with data entry for both programs.
- Coordinates employee parking and serves as point of contact for parking issues and questions.
- Coordinates daily PJC visitor parking assignments; issues temporary access cards to the parking garage, if needed; forwards list of visitors and space assignments to the Capitol Police.
- Maintains inventory of all office keys; tracks key assignments and issues keys to employees.
- Serves as backup receptionist.
- Maintains facility-related documentation (i.e. vendor contact lists, permits and inspections).
- Maintains the department's Resource Library including inventories of plotter supplies, card access supplies and various filters.
- Serves as a member of the PJC evacuation team.

**Minimum Qualifications:**

- High school diploma or equivalent; AND
- One year of experience performing moderately complex clerical or secretarial work.
- An equivalent combination of education, experience, and / or training may be considered.

**Additional Requirements / Preferences:**

- Knowledge of Computer Aided Design (CAD), and Archibus or other facilities management software.
- Experience in a facilities / property management environment preferred.
- Satisfactory criminal background check required.

**How to Apply:**

Candidates interested in applying for this position are requested to submit a written resume (video or audio resumes will not be accepted), along with a cover letter noting position title, position ID #, and salary requirements to:

AOPC - Human Resources  
PO Box 61260  
Harrisburg, Pennsylvania 17106-1260

(OR)

Human.Resources@pacourts.us

**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, ancestry, religious creed, 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.