



Administrative Assistant

Department: Court Administration
Location: Jim Thorpe, PA
Hours: (M-F) 8:30 a.m. – 4:30 p.m.
Job Posting #53

Salary: \$16.44 per hour
Post Date: August 11, 2025

Application Deadline: Open Until Filled

Department Profile:

This position performs specialized and/or highly confidential administrative duties within Court Administration Department under the direction of the District/Assistant Court Administrators.

◆ Typical Duties

The essential duties of this position are to process legal paperwork and perform scheduling functions for all types of cases; review, enter and monitor motion/petition filings and dispositions in compliance with Local and State Rules of Procedure; create various forms, documents, reports and spreadsheets for Court Administration and Judges; monitor and prepare monthly statistical reports; coordinate paperwork and workload for the Custody/Divorce Hearing Officer; assist with payroll review; assist with jury functions; prepare court calendars; process conflict counsel petitions; assist answer public inquiries or direct callers to responsible individual; operate essential office equipment. **Maintain public confidence and protect operations by keeping information confidential.**

◆ Minimum Qualifications

Must possess the ability to communicate effectively with members of the judiciary, attorneys, representatives of other agencies and the public; possess basic knowledge of the organizational and functional relationships within the County, Court and related organizations; possess effective oral and written communication skills; possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others; ability to maintain confidentiality in regard to client information and records; ability to make independent decisions when circumstances warrant such action; possess knowledge of legal system and ability to assist in preparation of legal documentation; must possess some knowledge of accounting and ability to perform math calculations and to complete required reports.

◆ Additional Qualifications/Preferences

- Preferably an Associate Degree in Business Administration, Paralegal or Accounting, plus clerical and computer training.
- 2-3 years working experience, preferably in a legal/government administrative environment or any acceptable combination of experience and/or training.
- Applicant must be able to speak and understand the English language; follow oral and written instructions; possess the ability to maintain confidentiality in regard to client information and records.
- Possess the technical knowledge of operating a computer, typewriter and other office equipment.
- Possess knowledge and ability to practice correct usage of grammar, spelling and filing procedures.

How to Apply

Applications to be filed with Karen Sweeney in Court Administration.

Application and job description may be obtained from:

Karen Sweeney, Assistant Court Administrator

Carbon County Courthouse, Court Administration Office, 3rd Floor

4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229

Telephone: (570) 325-8556 Extension 3200, Fax (570) 325-9449

Email: klsweeney@carboncourts.com or the application may be downloaded on line at www.carboncourts.com

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.