



Administrative Assistant (Treatment Court)

Department: Adult Probation
Location: Jim Thorpe, PA
Hours: (M-F) 8:30am – 4:30pm
Job Posting #21

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

Application Deadline: Open Until Filled

Department Profile:

Provide community supervision to offenders on bail, **probation**, or **parole** under the jurisdiction of the Courts. The mission of the Department is to partner with the community in providing evidenced-based and appropriate supervision that enhances public safety by holding offenders accountable while providing them with the tools to make positive change and become productive members of society. Probation and Parole is charged by the Court of Common Pleas with the responsibility of providing effective community-based alternatives to incarceration, improving public safety, partnering with community and law enforcement resources and promoting positive behavioral change from offenders.

◆ Typical Duties

The essential functions of this position are to type and mail notifications and departmental documents as required; open, sort and distribute mail; sort and file correspondence and documents, open and maintain files on various cases; operate computer, copy machine and other office equipment as needed; assist callers on Specialty Court questions and direct calls to appropriate individuals; docketing of cases when required; conduct intakes by interviewing and gathering information from offenders placed on supervision within a Specialty Court; conducts drug testing of Specialty Court participants; maintain agency database by inputting information on offenders; participate in Specialty Court proceedings and all related meetings; maintain and enter data and statistical information as required; and **maintain offender confidence and protect agency operations by keeping information confidential.**

◆ Minimum Qualifications

Applicant must be able to speak and understand the English language and follow oral and written instruction; possess technical knowledge of operating personal computers and other office equipment; possess knowledge and ability to practice correct usage of grammar, spelling and filing procedures; possess the ability to learn assigned clerical tasks and adhere to prescribed departmental procedures; possess the ability to perform simple math calculations and tabulations accurately and within reasonable speed; possess the ability to learn Court/County rules, procedures and legal functions; and possess the ability to establish and maintain an effective working relationship with staff and the general public.

◆ Additional Qualifications/Preferences

- Applicant must possess a high school diploma or equivalent, plus some clerical and computer training. Experience working in a law office, county government or court system preferred; must possess a valid Pennsylvania Driver's license and proof of insurance.
- Applicant must complete a criminal background investigation and pre-employment drug screen in addition to on-going random drug screens when employed.

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.