



Administrative Assistant

Department: Domestic Relations
Location: Jim Thorpe, PA
Hours: (M-F) 8:30am – 4:30pm
Job Posting #3

Salary: \$16.44 per hour
Post Date: January 12, 2026
Application Deadline: Open Until Filled

Department Profile:

The functions of the Domestic Relations Office (DRO) are to establish paternity, establish and maintain support orders, enforce financial and medical orders ad locate absent parents. The Carbon County Domestic Relations Office is part of the Pennsylvania Child Support Enforcement System, known as PACSES. All counties in Pennsylvania are a part of this statewide-computerized system. A centralized office in Harrisburg, known as the State Collection and Disbursement Unit (SCDU), handles all support payments and check processing. All other services are still provided through the Carbon County Domestic Relations Office.

◆ Typical Duties

To perform specialized departmental duties and responsibilities within the Domestic Relations Office as assigned by the Director. Specialized duties include locate/enforcement, establishment or financial job functions. Prepares and types letters, memos, reports, forms, lists, bulletins and a variety of other correspondence required by department for processing and/or mailing. Responsible for collection and submission of buccal DNA samples while coordinating with internal and external agencies. Schedules all new complaints, modifications, emancipations, three-year reviews, de novo hearings, and exceptions hearings and prepares those notices for processing and mailing. Review, process and document hearing officer's Findings of Facts and Conclusions of Law and Orders of Court. Coordinates and prepares monthly Court list and yearly Hearing Officers calendar. Prepares the Order for Transcript and forwards to the Court Stenographer when exceptions are filed. Prepares, processes, and schedules contempt and revocation of probation petitions for Court. Attends court and prepares the Court Orders for each case during contempt Court

◆ 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

High School diploma or equivalent; computer training required. Experience with Microsoft applications required (Word, Excel, Outlook). Two (2) years working experience in a professional office environment, or any equivalent combinations of experience and/or training. 6-12 months experience in the Domestic Relations Office preferred. Applicant must complete a criminal background investigation and pre-employment drug screen prior to appointment.

How to Apply

Application 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.