

COUNTY OF CARBON
NON-UNION JOB ANNOUNCEMENT #74

POST DATE: **October 10, 2025**

Application and job description may be obtained from:
Karen Sweeney, Assistant Court Administrator
Court Administration Office, 3rd Floor, Carbon County Courthouse
4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229
Email: klsweeney@carboncourts.com
Telephone # (570) 325-8556, Extension 3200, or fax # (570) 325-9449 or
the application may be downloaded on line at www.carboncourts.com

APPLICATION DEADLINE DATE: **October 24, 2025**

Applications to be filed with Karen Sweeney in Court Administration.

DEPARTMENT: Domestic Relations

POSITION: Specialist I

SALARY RANGE: \$14.91 per hour - Grade/Step 3A

HOURS WORKED: 8:30 a.m. - 4:30 p.m. - Monday through Friday - 35 hours per week

ESSENTIAL FUNCTIONS OF THE JOB:

1. Answering incoming phone calls, transferring call to the appropriate person/Officer.
2. Greet and check-in the public.
3. Provide and update System with Self representation forms from clients.
4. Answer general questions pertaining to support matters.
5. The taking and processing of over-the-counter payments from clients.
6. Assist in purging closed files and prepare them for microfilming.
7. Complete extensive filing of legal documents and correspondence into case files.
8. Update client demographics in the PACSES system.
9. Scan documents that are filed in the DRO for individual cases in office.
10. Perform any other related work as required.
11. Assist clients with filing for support through the PA Child Support website.
12. Assist clients with the use of the payment kiosk and purge payments.

Additional functions of this position can include preparing and scheduling petitions for modification, assist clients with pre-application process, assist enforcement officers in disseminating case information to clients, use on-line processes to access parties' income and medical information, schedule new support complaints for the conference officers. prepare and process subpoenas to employers, update PACSES member's demographic information, docketing of petitions and orders, take over the counter payments and process receipts, research and process welfare referrals, greet the public, and check-in clients.

Applicant must possess a high school diploma or equivalent. Experience working in an office such as a law office, county government or court system is preferred. 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 personal computer, typewriter and other office equipment; and possess knowledge and ability to practice correct usage of grammar, spelling and filing procedures.

Applicant must complete a criminal background investigation and pre-employment drug screen.

AN EQUAL OPPORTUNITY EMPLOYER