



IT Specialist

Department: Court Computer Information Systems

Salary: \$18.13 per hour

Location: Jim Thorpe, PA

Post Date: August 11, 2025

Hours: (M-F) 8:30am – 4:30pm

Job Posting #42

Application Deadline: Open Until Filled

Department Profile:

The Court Computer Department manages and maintains an integrated network of computer resources which provide data and information processing services to all court and court related offices.

Responsibilities for this office include administration and support of local and wide area computer networks and networking equipment, configuration of computer servers and desktop computers, computer operations and security, virtual private networks, website maintenance, video conferencing setup, imaging and technical support.

This office provides technical support services to all court and court related offices. Services include support of the network infrastructure, computer servers, desktop computers, laptops, printers, scanners, copiers, several software applications, and video conferencing and Zoom assistance to the Courts and Carbon County Prison. Helpdesk support is provided via desktop, telephone and remote access. Other services include training, printing and scanning.

In addition to providing technical support, this office is responsible for maintaining Courthouse and other County buildings, Adult Probation database, Jury software and local support to the statewide Criminal Case Management System (CPCMS) used for the processing of all criminal and juvenile matters and the Enterprise Justice system for processing all Civil and Orphans' Court cases as well as Tyler Odyssey Portal to access online record search.

Typical Duties

Assists in overseeing the operation of a local and wide area networks. Assists with installing and configuring personal computers to the Windows Server network, installs software, printers and other hardware. Provides quality help desk assistance, customer service and support to end users regarding system usage and hardware and software related problems. Consults with Court Computer Director regarding all problems encountered in various departments. Completes troubleshooting log for all support calls. Assists computer users on system access, software, hardware and peripheral usage. Performs network backup operations. Maintains various computer logs on all computer system hardware and software failures and maintenance requirements, troubleshooting and user requests. In the absence of the Court Computer Director, performs routine functions in order to support the computer systems and keep them operational. Prepares court forms, jury pamphlets and certificates. Creates forms, wedding booklets, business cards and other correspondence for all Court and Court-Related Offices.

Minimum Qualifications

Legal terminology or paralegal training certification 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 information and records; must have excellent customer service and communication skills; possess attention to detail and multi-tasking abilities; possess knowledge and ability to practice correct usage of grammar and spelling. Occasional lifting of objects weighing 30-50 pounds will occur.

Additional Qualifications/Preferences

- Applicant must possess an Associate Degree in Computer Science or Computer Information Systems, preferred, or have at least two (2) years computer and customer service background with analytical ability.
- Applicant must complete a criminal background investigation and pre-employment drug screen.

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.