Lead Executive Secretary

Department: President Judge Chambers
Location: Jim Thorpe, PA
Hours: (M-F) 8:30am – 4:30pm
Job Posting #60

Salary: $23.81 per hour – commensurate with experience
Post Date: October 20, 2026
Application Deadline: Open Until Filled

Department Profile:

This position performs specialized secretarial and/or highly confidential administrative functions for the President Judge (PJ) in a timely manner to assure efficient operation of the Court and to act as a liaison between the President Judge's Chambers and other Court/County departments and agencies.

Typical Duties

The ideal candidate must possess outstanding communication skills, be highly organized, able to multi-task duties and maintain a high-level of confidentially at all times. Computer skills and technology knowledge are mandatory.

Essential functions of the position include: preparing orders, opinions, letters, documents and other correspondence in WORD or other various court computer systems; reviewing motions and petitions for deficiencies before submitting to the PJ for action; tracks outstanding judicial matters including rules; takes, transcribes & types legal dictation utilizing voice recognition software and dictation equipment for opinions, orders, decrees & memos; prepares correspondence, forms, documents and reports. Coordinates PJ personal calendar with the judicial calendar; schedules appointments; sets up conference calls; arranges meetings for the PJ, attorneys and any other applicable party via in-person, telephone or ZOOM; prints out the daily court calendars; answers chamber telephone; processes conflict counsel petitions, assigns attorney and updates the conflict counsel list; reviews and prepares excel sheet for fee compensation petitions; printing dockets for court; attends court for civil management conferences and PFA hearings; prepares orders from Court; files pocket parts to chamber books and updates pages to the civil/criminal jury instructions. Administrative duties for the PJ include: Maintenance of confidential personnel files; CJAB documentation; Prison Board documentation; Administrative Order/Local Rules binder; prepares bi-annual 703 report. Basic office filing skills are essential.

Minimum Qualifications

Applicant must be able to speak and understand the English language and follow oral and written instruction; possess knowledge and ability to practice correct usage of grammar and spelling; possess the technical knowledge of operating various office equipment including: computer, copier, fax, sound system, video equipment, dictation equipment and other office equipment. Applicant must be able to learn court casework practices and procedures; be familiar with State/County rules, procedures and legal functions; have the ability to work independently and cooperatively as required; and have the ability to establish and maintain effective working relationships with Court and Court-Related Offices, Elected Officials, Attorney's, staff and the general public.

Qualifications/Preferences

An Associate Degree in Business Administration, Para-Legal or Accounting is preferred. Three to five (3-5) years working experience in a legal/government administrative environment is preferred. Understand the operational flow of civil and criminal case-flows within the Court. Knowledgeable of legal terminology and verbiage and the preparation of legal documents. Successfully complete a criminal background check and pass a pre-employment drug test.

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.