



Office Supervisor I - Trainee

Department: Magisterial District Court 56-3-03

Salary: \$17.47 per hour

Location: Lansford, PA

Post Date: March 6, 2026

Hours: (M-F) 8:00am – 4:30pm

Position Available: April 6, 2026

Job Posting #26

Application Deadline: Open Until

Filled

Department Profile:

Magisterial District Courts are the first level of court in the Pennsylvania legal system. Magisterial District Judges—or MDJs, as they are called—preside over traffic ticket cases, landlord tenant evictions, civil cases below \$12,000 in value, summary trials for minor criminal citations, as well as preliminary arraignments and preliminary hearings (the first steps in most misdemeanor or felony criminal prosecutions). Magisterial District Court 56-3-03 is located in Lansford, Carbon County, Pennsylvania, and is presided over by the Honorable Magisterial District Judge Beth Dodson. MDJ Dodson’s court covers the Boroughs of Lansford, Nesquehoning and Summit Hill and East Penn and Mahoning Townships.

Typical Duties

This position efficiently manages and coordinates the Magisterial District Court office and staff. The essential duties of this position are to provide assistance to the Magisterial District Judge in court, when necessary; supervise office staff and assign work responsibilities; conduct performance evaluations on subordinates; handle routine employee-related problems and other personnel matters; create and maintain case files, documents, records and other pertinent lists required by the department; assist in preparing yearly office budget; prepares vouchers and purchase requisition forms; respond to telephone inquiries or direct callers to proper individual or department; prepare hearing notices, continuance forms, checks, bonds, and waivers; maintain financial records and reconcile accounts; prepare all required reports for the state, county and municipalities; order office supplies; schedule appointments and assist in maintaining monthly calendar; maintain warrant lists. This position attends meetings and training seminars, when appropriate; assists with special projects and performs other job-related duties as required.

Minimum Qualifications

This position must be able to speak and understand the English language and follow oral and written instructions; must possess the ability to compose letters and reply to routine correspondence using excellent grammar skills and spelling; must possess initiative and problem solving skills; be able to make independent decisions when circumstances warrant such action; must be able to function independently, be flexible, personal integrity, and work effectively with attorneys, clients, constables and co-workers; must maintain confidentiality in regard to department and client information; knowledgeable of court procedures, as well as Court Administration and County practices, policies and procedures; possess excellent organizational skills and handle a variety of duties accurately and efficiently.

Additional Qualifications/Preferences

Applicant must possess an Associate’s Degree in Business, Computer, Math or Accounting or a related field. Three years’ experience working in a business environment, preferable in a Court or County Government setting and prior supervisor experience is preferred. Applicant must complete a criminal background investigation and pre-employment drug test 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: ksweeney@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.