Secretary I

Department: Magisterial District Court 56-3-02
Location: Palmerton, PA
Hours: (M-F) 8:00am – 4:30pm
Job Posting #56

Salary: $16.44 per hour
Post Date: October 6, 2026

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 56-3-02 is located in Palmerton, Carbon County, Pennsylvania, and is presided over by the Honorable Magisterial District Judge William Kissner. MDJ Kissner's court covers the Palmerton Borough, Parryville Borough, Bowmanstown Borough, Lower Towamensing Township, Towamensing Township and Franklin Township.

Typical Duties

The essential duties of this position are to prepare a variety of legal forms and documents including criminal/civil complaints, warrants, subpoenas, bonds, commitments and notices; file and docket citations, complaints and all actions taken in each case; process certified/registered mailings of complaints, court orders; interview and screen callers; answer routine telephone inquiries and direct callers to appropriate individual; schedule appointments and assist in maintaining monthly calendar; receive fines and costs due and make appropriate recording, posting and record keeping for same; make bank deposits as required; notify constables and Sheriff's Department regarding warrants and related matters; work on daily/nightly reports as required; process mail.

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; ability to function independently, have flexibility, personal integrity, work effectively with clients, co-workers and others; maintain confidentiality in regard to client information and records; technical knowledge of operating personal computers and other office equipment; knowledge of legal terminology; knowledge in the operation and procedures of the civil and criminal court system; must be able to prepare and maintain files and reports and possess excellent organizational skills and ability to handle a variety of duties accurately and efficiently.

Additional Qualifications/Preferences

- Applicant must possess a high school diploma or equivalent, plus business training, including computers and accounting. Four (4) years working experience in a legal environment, and/or experience in government are preferred
- Applicant must complete a criminal background investigation and pre-employment drug screen.

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.