

**COUNTY OF CARBON  
JOB ANNOUNCEMENT**

**BULLETIN:** "P"

**POST DATE:** May 31, 2018

Application and job description may be obtained from:  
Kelly J. Hamm, Assistant Court Administrator  
Carbon County Courthouse, Court Administration  
4 Broadway, P. O. Box 131, Jim Thorpe, PA 18229  
Telephone: (570) 325-8556, Extension #3202, Fax: (570) 325-9449  
Email: [khamm@carboncourts.com](mailto:khamm@carboncourts.com)  
or the application can be downloaded online at [www.carboncourts.com](http://www.carboncourts.com)

**APPLICATION DEADLINE DATE:** June 15, 2018

Applications to be filed with Kelly Hamm (see contact information above).

**DEPARTMENT:** Magisterial District Court – Lansford Office  
**POSITION:** DJ Office Supervisor I  
**SALARY RANGE:** \$13.67 per hour  
**HOURS WORKED:** 8:00 a.m. - 4:30 p.m. Monday through Friday  
37.5 hours per week - Position available July 9, 2018.

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.

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.

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.

**Pre-employment testing for this position will be held on Tuesday, June 19<sup>th</sup>, 2018 at 3 p.m. in Courtroom #2 at the Carbon County Courthouse, Jim Thorpe, PA 18229.**

**AN EQUAL OPPORTUNITY EMPLOYER**