

**COUNTY OF CARBON
NON-UNION JOB ANNOUNCEMENT "C"**

DATE: January 10th, 2019

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
or the application may be downloaded on line at www.carboncourts.com

APPLICATION DEADLINE DATE: January 24th, 2019. Applications to be filed with Kelly Hamm in Court Administration.

DEPARTMENT: Adult Probation
POSITION: Part-Time Administrative Assistant
SALARY RANGE: Grade/Step 9A - \$13.84 per hour
HOURS WORKED: 8:30 a.m. - 4:30 p.m., Monday through Friday – 20 hours per week.
Position not to exceed 1,000 hours per year. Days and hours worked will vary.

The Administrative Assistant provides confidential and administrative support to the Chief Adult Probation Officer. The is a part-time position reporting directly to the Deputy Chief Adult Probation Officer and the Chief Adult Probation Officer.

The essential functions of this position include: Supportive duties – perform a variety of support tasks to assist both the Chief and Deputy Chief; Budget duties – responsible for ordering office supplies and preparing purchase orders, preparing vouchers for bill payment, monitoring budget line items for shortages and preparing transfers, and other related documents; Personnel duties – responsible for oversight of human resources-related documentation, including monitoring time and attendance, approved leave, raining requests, payroll entry into computer system; Clerical duties – prepare a variety of typed documents for the Chief, such as letters, reports, petitions, etc.; Conduct intake interviews and gather information from offenders placed on supervision; maintain and update offender case files and the offender supervision management system. Must be able to maintain offender confidence and protect agency operations by keeping information confidential.

Applicant must be able to speak and understand the English language and follow oral and written instruction; possess technical knowledge of operating personal computers and other office equipment; possess knowledge and ability to practice correct usage of grammar, spelling and filing procedures; possess the ability to learn assigned clerical tasks and adhere to prescribed departmental procedures; possess the ability to perform simple math calculations and tabulations accurately and within reasonable speed; and possess the ability to learn Court/County rules, procedures and legal functions.

Applicant must possess a high school diploma or equivalent. Additional education preferred. Two years working experience in a professional office environment, or any equivalent combinations of experience and/or training. Applicant must possess a valid Pennsylvania Driver's license and proof of insurance. Applicant is required to complete 16 hours of job-related training or further education on an annual basis as required by state mandate.

Applicant must successfully complete a criminal background investigation and pass a pre-employment drug screen, in addition to on-going random drug screens when employed.

Pre-employment testing for this position will be held on Wednesday, January 30th, 2019, at 3:00 p.m. in the Courtroom #1 at the Carbon County Courthouse, 4 Broadway, Jim Thorpe, PA, 18229.

AN EQUAL OPPORTUNITY EMPLOYER