

COUNTY OF CARBON - JOB ANNOUNCEMENT "FF"

POST DATE: October 26th, 2018
Application and job description may be obtained from
Kelly J. Hamm, Assistant Court Administrator
Court Administration Office, 3rd Floor, Carbon County Courthouse,
4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229
(570) 325-8556, Extension 3202
or the application may be downloaded on line at www.carboncourts.com

APPLICATION DEADLINE DATE: November 9th, 2018
Applications to be filed with the Court Administration Office, 3rd Floor,
Carbon County Courthouse, 4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229 or
emailed to khamm@carboncourts.com

DEPARTMENT: Court Administration and Jury

POSITION: Department Clerk III

SALARY RANGE: Grade/Step 6A – \$11.60 per hour. Position is available November 5th, 2018.

HOURS WORKED: 8:30 a.m. to 4:30 p.m. Monday through Friday (35 hours per week)

This position performs clerical and secretarial duties for Court Administration under the direction of the District Court Administrator.

This position also updates the jury master resident file; assists in preparing and mailing jury summons and notification forms to prospective jurors; assists jurors in solving problems related to service; assists in providing the Court with sufficient jurors/panels; checks in, records juror presence and answers questions on jury selection day; assists in the preparation of juror checks and reconciliation of checking account; updates records; collects and maintains jury data for Court, County and State statistical reports; attends meetings and assists in preparation of jury budget.

The essential functions of this position are to perform secretarial duties such as prepare letters, forms, reports and other correspondence; create various forms, databases and spreadsheets; maintain files and records; order supplies and assist in the preparation of vouchers for payment; perform scheduling functions; retrieve, sort and distribute daily mail and work from/to court and court related offices; answer public inquiries and/or direct callers to responsible individual or department; perform as a court reporting monitor on an emergency basis; perform scheduling functions for all types of cases; review, enter and monitor motion/petition filings and dispositions in compliance with local and state Rules of Procedure.

Applicant must possess a high school diploma or equivalent. 2-3 years working experience in an office such as a law office, county government or court system is preferred. Applicant must be able to speak and understand the English language; follow oral and written instructions; possess the ability to maintain confidentiality in regard to client information and records; possess the technical knowledge of operating a personal computer, typewriter and other office equipment; and possess knowledge and ability to practice correct usage of grammar, spelling and filing procedures.

Applicant must complete a criminal background investigation and pre-employment drug screen.

Pre-employment testing for this position will be held on Wednesday, November 14th, 2018, at 3:00 p.m. in Courtroom #1 at the Carbon County Courthouse, Jim Thorpe, PA 18229.

AN EQUAL OPPORTUNITY EMPLOYER