

**COUNTY OF CARBON
JOB ANNOUNCEMENT "Y"**

POST DATE: May 3rd, 2019
Application and job description may be obtained from:
Kelly J. Hamm, 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 3202, Fax (570) 324-9449
Email: khamm@carboncourts.com
or the application may be downloaded on line at www.carboncourts.com

APPLICATION DEADLINE DATE: May 17th, 2019. Applications to be filed with Kelly Hamm in Court Administration.

DEPARTMENT: Magisterial District Courts – JIM THORPE OFFICE
POSITION: DJ Secretary I – **Position becomes available on May 6th, 2019.**
SALARY RANGE: Grade/Step 6A - \$11.95 per hour
HOURS WORKED: 8:00 a.m. - 4:30 p.m. Monday through Friday (37.5 hours per week)

This position performs clerical, secretarial and bookkeeping duties in the Magisterial District Court.

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.

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.

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.

Pre-employment testing for this position will be held on Tuesday, May 21st, 2019 at 9:00 a .m. in the Law Library at the Carbon County Courthouse, 4 Broadway, Jim Thorpe, PA 18229. Please plan your travel time accordingly. Road construction may be occurring on Route 209.

AN EQUAL OPPORTUNITY EMPLOYER