

**COUNTY OF CARBON  
NON-UNION JOB ANNOUNCEMENT "X-2"**

**REPOST DATE:** November 19<sup>th</sup>, 2020

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 may be downloaded on line at [www.carboncourts.com](http://www.carboncourts.com)

**APPLICATION DEADLINE DATE:** December 4<sup>th</sup>, 2020. Applications to be filed with Kelly Hamm in Court Administration.

**DEPARTMENT:** Magisterial District Courts – Weatherly Office

**POSITION:** Part-Time DJ Secretary I

**SALARY RANGE:** Grade/Step 6A - \$11.95 per hour

**HOURS WORKED:** Position not to exceed 1,000 hours per year. Days and hours worked will vary. General operation hours are 8:00 a.m. - 4:30 p.m., Monday through Friday. Occasional travel to other Magisterial District Courts may be required.

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 and spelling skills; 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. Bi-lingual in Spanish desired.

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

**Pre-employment testing for this position will be held on Monday, December 14<sup>th</sup>, 2020, at 9:00 a.m. in the Law Library at the Carbon County Courthouse, Jim Thorpe, PA 18229.**

**AN EQUAL OPPORTUNITY EMPLOYER**