



ADMINISTRATIVE ASSISTANT

Starting Salary Range:

\$23,500

Department:

Court of Common Pleas – COURT ADMINISTRATION

Location:

Sunbury, PA (Northumberland County)

Posting Date:

4/26/2023

Description

The Court of Common Pleas of Northumberland County, is seeking an Administrative Assistant in Court Administration at the Northumberland County Courthouse in Sunbury, Pennsylvania.

This position involves confidential clerical and administrative duties which involve varied and moderately complex work methods and functions.

If you want to learn about every aspect of the legal system, this position is for you. Employment is on a full-time basis and includes benefits such as health insurance.

Typical Duties

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate offices.
- Greet visitors, handle inquiries and direct them to the appropriate person.
- Assist with court scheduling and event calendars.
- Complete all aspects of jury management.
- Assist in maintaining and operating video equipment.
- Perform other duties as assigned.

Minimum Qualifications

- Completion of high school diploma or equivalent and one to two years of secretarial and general clerical experience.
- Or, any equivalent combination of acceptable training and experience.

Additional Qualifications/Preferences

- General knowledge of Microsoft Office products required; participation in training provided by the employer is expected.
- Knowledge of contemporary office practices and procedures.

How to Apply

- Interested candidates should submit a cover letter, resume and a list of three references to

Kevin F. O’Hearn, Court Administrator via email at kevin.ohearn@norrycopa.net

Northumberland County recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. Northumberland County hiring and employment policies and procedures are

intended to confirm to all applicable state and federal laws governing fair and non-discriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.