

Court of Common Pleas of Bradford County



**Forty Second Judicial District of Pennsylvania
Judges' Chambers
Bradford County Courthouse
Towanda, Pennsylvania 18848**

Maureen T. Beirne
President Judge
(570)265-1708

Evan S. Williams, III
Judge
(570)265-1709

Jeffrey A. Smith
Senior Judge

BRADFORD COUNTY COURTS

JOB OPENING

TITLE: Court Monitor/Judicial Secretary
LOCATION: Court of Common Pleas
Bradford County Courthouse
301 Main Street
Towanda, PA 18848

SALARY: Grade 17 \$15.46 per hour 35 hours/wk
REQUIREMENTS: Thorough knowledge of business English, legal terminology, spelling and punctuation. Thorough knowledge of office methods and procedures, as well as office equipment, including computer word processing software. Requires excellent listening skills to ensure that accurate digital record is being captured. Will require the ability to troubleshoot sound system and computer set-up for FTR Gold digital systems, including microphone tests and video conferencing equipment. Will require the ability to prepare court documents using the CPCMS System as well as other computer software. Excellent typing and transcription skills, Must work well with the public and other staff; display good judgment; accuracy, tact, organization and courtesy. Assist with court administrative tasks as assigned. Prefer some office experience; high school diploma in business curriculum or business office work experience. EOE

Interested employees should send their resume to Mary Corbin, District Court Administrator, Bradford County Courts, 301 Main Street, Towanda, PA 18848
Application deadline is: **July 25, 2022.**