



Executive Secretary

Starting Annual Salary: \$40,000.00
Department: Lawrence County Courts
Location: New Castle, Pennsylvania
Posting Date: 2/12/2026

Description

The Executive Secretary performs a variety of responsible, complex, and confidential executive administrative and secretarial duties for the judge. May be responsible for directly supervising part-time or temporary clerical workers. The position reports to the President Judge of the 53rd Judicial District, J. Craig Cox.

Typical Duties

- Transcribes dictation of orders of court, opinions, local rules and decisions.
- Types correspondence, memoranda and reports for the Judge's review and signature.
- Maintains files for hearings.
- Prepares accompanying form orders and/or pre-sentence information for hearings.
- Retrieves docket information for the Judge.
- Maintains and updates the courtroom schedule for the Judge.
- Manages phone calls and voice mail.
- Orders and maintains inventory of office supplies.
- Prepares payroll and tracks employee's leave time.
- Picks up, opens and distributes mail for the courtroom.
- Performs related administrative duties as required.

Minimum Qualifications

- Graduation from high school or possession of a GED certificate.
- Associate degree preferred but not required.
- One to three years related experience and/or training in legal secretarial work, or
- An equivalent combination of education and experience.

Additional Requirements

- Valid driver's license may be required.

How to Apply

- For more information, contact the District Court Administrator Amy DiMuccio at 724-656-1934.
- Please submit a cover letter, current resume, and list of references to:

Amy DiMuccio, District Court Administrator
Lawrence County Government Center
430 Court Street, New Castle, PA 16101
Fax No. 724-656-2464

Email address: adimuccio@lawrencecountypa.gov

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