



# Executive Secretary to Court of Common Pleas Judge

Department: Courts

Revised: February 2026

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## GENERAL DESCRIPTION

This position serves as confidential administrative support to a Common Pleas Judge and is responsible for the planning and direction of all activities before the judge. This position performs high-level, complex secretarial and administrative work requiring a high degree of accuracy, security, and confidentiality.

## SPECIFIC DUTIES

Responsibilities include, but are not limited to, the following: serve as a receptionist for litigants, attorneys, and related participants appearing for scheduled court proceedings; answer telephone calls and written correspondence; schedule meetings, hearings, conferences, etc.; maintain an accurate schedule/calendar; assist the public; communicate with jurors, litigants, private attorneys, public defenders, assistant district attorneys, law enforcement, other court and court-related professionals, and agencies; prepare and summarize files for hearings and check for conflicts; prepare, process, and distribute court documents (court orders, bench warrants, continuances, etc.); track deadlines; compile and maintain statistics, reports, and other records; enter data; update and maintain lists and databases; operate office and courtroom equipment, including videoconferencing equipment; proofread and edit documents; make training and travel arrangements; notify the Sheriff's office of security concerns; provide general administrative support to the judge and other court officials and departments; and perform other duties as assigned.

## QUALIFICATIONS

- High school diploma or equivalent with three years of related experience
- Post-high school training or associate degree in a related field preferred but not required
- Preferred knowledge of criminal law terminology, practices, and procedures
- Possession of excellent customer service skills
- Ability to learn new software programs
- Ability to communicate clearly and concisely verbally and in writing
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Ability to handle confidential information with discretion
- Possession of strong organizational skills and attention to detail
- Ability to multitask and work independently
- Ability to establish and maintain effective working relationships with judges, court and county personnel, attorneys, and private and government agencies
- Commitment to demonstrating conduct that inspires public confidence and trust in the courts, preserves the integrity of the court system, and reflects a commitment to serving the public
- Compliance with the Code of Conduct for Employees of the Unified Judicial System of Pennsylvania

**SUPERVISORY RESPONSIBILITIES**

None

**WORKING CONDITIONS**

Office environment with the potential for a high degree of stress due to interactions with individuals who are in highly stressful situations

**Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

**County of Lycoming is an Equal Opportunity Employer**

**This Organization Participates in E-Verify**

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