



COURT PROCESSING OFFICER (Custody Division)

Starting Salary Range:

\$44,819.00 (F/T)

Department:

Court Administration

Location:

Easton , PA (Northampton County)

Posting Date:

6/30/2025

Description

The Court of Common Pleas of Northampton County is now accepting applications for the position of Court Processing Officer. This position provides comprehensive support in custody matters by collecting litigants' contact information, preparing intake forms, and typing captions for custody orders; Scheduling custody conferences and notifying litigants and attorneys; Supporting the assigned Motions Court Judge with custody petitions, and aiding with the drafting of custody orders and counseling information. Responsibilities also include filing completed custody orders with the Clerk of Courts, distributing copies to relevant parties and service providers, submitting referral forms, and maintaining case-tracking progress notes. The person in this role meets with litigants to guide them with respect to the completion of Petitions and service requirements; enters case information and upcoming hearing dates on the custody calendar. Additional duties include: answering phones, greeting visitors, handling correspondence and mail, scheduling hearings, assembling and distributing required documentation, completing statistical reports for Court Administration. The ideal candidate will be personable and able to communicate effectively and courteously with all involved.

QUALIFICATIONS:

- High school diploma or equivalent; associate degree or relevant certification is a plus.
- A Minimum of Three (3) years of experience in an administrative support role.
- Proficiency in Microsoft Office Suite (Word, Excel)
- Excellent organizational and time-management skills, and Strong attention to detail.
- Excellent verbal and written communication skills
- Must possess strong interpersonal skills and the ability to interact professionally and empathetically with a diverse population.

ABILITIES:

- Ability to exercise judgment, decisiveness, and problem solving.
- Ability to demonstrate sensitivity to diverse family dynamics.
- Ability to prepare a variety of documents including orders and letters.
- Ability to communicate effectively with parties, attorneys and supervisors, orally and in writing.

How to Apply :

Interested candidates shall submit a cover letter and current resume, via email to ggibbs@nccpa.org or regular mail to:

Gina X. Gibbs
Deputy Court Administrator
Northampton County Courthouse
669 Washington street
Easton, PA 18042

Northampton County Court, 669 Washington Street, Easton, PA 18042 - 610-829-6700