



JUDICIAL SECRETARY

Starting Salary Range:

\$45,716 to \$49,923 (F/T)

Department:

Court Administration

Location:

Easton , PA (Northampton County)

Posting Date:

09/25/2026

Description

The position of Judicial Secretary will be available effective **October 9th, 2026** in the chambers of the Honorable Paula A. Roscioli, Court of Common Pleas of Northampton County.

The position requires the ability to be self-directed in organizing a substantial workload, establishing priorities, and completing clerical processing requirements, as well as organizing and maintaining the office file system and the office calendar. Attention to detail is essential.

Candidates must be proficient in typing and computer skills as well as the use of dictation, copying, and other office equipment. Candidates must have the ability to take accurate notes and produce draft and/or final correspondence and other documents. The candidate must maintain professionalism in dealing with lawyers, associates, visitors, and representatives of other offices both within and outside of the judiciary. The candidate must maintain strict confidentiality. Previous secretarial experience preferred.

How to Apply :

Anyone wishing to apply for the position should submit a cover letter and resume to

hcharnegie@norcopa.gov