

# County of Lebanon

## Job Announcement

January 22, 2010

Position: PT Court Clerk  
Department: Clerk of Courts  
Rm. 104, Municipal Building  
400 S. 8<sup>th</sup> Street  
Lebanon, PA 17042  
Available: Immediately  
Bargaining Unit: Teamsters Local 429  
Hours: Up to 20 hours per week, between 8:30 AM & 4:30 PM  
(Some hours may be outside normal working hours)  
Pay Grade: 4  
Salary Range: \$11.23 per hour & up depending on experience  
(with most appointments typically being made at the entry level)

### BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Provides clerical support during trials and/or hearings conducted by Courts of Common Pleas. Processes court forms and provides court related forms to attorneys. Attends court trials and hearings, swears in witnesses, marks exhibits, maintains case files while in court and takes notes. Assists in jury selection for individual trials. Reads verdicts, polls jurors. Processes commitment papers for incarceration. Assist with general office work, such as filing, answering telephone and responding to inquiries. May clerk trials in other assigned locations. Some work extends beyond 4:30 PM when court is in session.

### MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Some knowledge of general office practices, legal terms, courtroom protocol and procedure. Must be able to read, write and understand the English language. Ability to perform a variety of clerical tasks within a courtroom setting. Ability to operate a computer terminal (PC and mainframe) and understand its operating programs. Some clerical or related experience and high school diploma. Or, any equivalent combination of experience and training which provides the required knowledge, skills abilities.

### COUNTY EMPLOYEES MAY CONTACT:

Melissa A. Light, HR Officer  
Room 200-A, Municipal Bldg.  
400 S. 8<sup>th</sup> Street  
Lebanon, PA 17042  
Ph: 274-2801 extension 2199

### NON-COUNTY EMPLOYEES MAY CONTACT:

[www.lebcounty.org](http://www.lebcounty.org) or:  
**CareerLink**  
243 Schneider Dr.  
Lebanon, PA 17046  
Ph: 274-2554