

# County of Lebanon Job Announcement

July 12, 2010

Position: General Clerk  
Department: Clerk of Courts  
Room 104, Municipal Building  
400 S. 8<sup>th</sup> Street  
Lebanon, PA 17042  
Available: Immediately  
Bargaining Unit: Teamsters Local 429  
Hours: 8:30AM to 4:30PM, M-F  
(Court schedules may require individual to work before or after regularly scheduled work hours)  
Pay Grade: 4  
Salary Range: \$786.10 biweekly & up depending on experience  
(with most appointments typically being made at the entry level)

## BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of non-routine clerical and typing tasks within the Clerk of Courts Office. Work is performed both in the office and within the Courts of Common Pleas. This position calls for the exercise of judgment in the application of prescribed procedures and methods to routine matters. Position requires frequent public contact. Indexes, records instruments and processes legal documents submitted to the Clerk of Courts Office. Operates a variety of office machines including a computer terminal, microfilm machine, calculator and typewriter. May perform some clerical accounting tasks.

## MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Good knowledge of office terminology, procedures and equipment and of business arithmetic. Some experience in the clerical field and completion of a standard high school course supplemented with typing. Ability to operate a computer terminal (PC and mainframe) and understand its operating programs. Or any combination of experience and training which provides the required knowledge, skills and abilities.

## COUNTY EMPLOYEES MAY CONTACT:

Desiree J. Nguyen  
Director of Human Resources  
Room 207, Municipal Bldg.  
400 S. 8<sup>th</sup> Street  
Lebanon, PA 17042  
Ph: 274-2801 extension 2202

## NON-COUNTY EMPLOYEES MAY CONTACT:

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