



County of Lebanon

Job Announcement

Posting Date: July 21, 2022

Position:	2 nd Deputy, Prothonotary
Department:	Prothonotary's Office Room 104, Municipal Building Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamster's Local 429
Hours:	8:30AM-4:30PM, Monday-Friday
Pay Grade:	5 (Court Related Non-Professional Union)
Salary Range:	\$958.7760 biweekly
Full-Time employee Benefits:	*Paid health, vision and prescription insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans available

- **A County of Lebanon Application must be submitted for consideration for this position.**
- **Applications will be accepted through Thursday, July 28, 2022.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The second Deputy Prothonotary is essential in assisting the first Deputy in all aspects of running the office. In the absence of the first Deputy, the second Deputy will step in to keep the office functioning smoothly. This person will assist in training new hires and assigning duties to the clerical staff. They will help to be responsible for proof reading, docketing of family and civil cases, preparing files for the Commonwealth Court, and scheduling court personnel. The second Deputy will oversee and manage the accounting procedures within the office and submit monthly reports.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Person applying must have a high school diploma or equivalent with the ability to read, write, and speak the English language. In a fast-paced environment, which often requires multi-tasking, one needs adequate knowledge of general usage of a computer and other office equipment in both the office and courtroom settings. Experience in the Courtroom and knowledge of legal terminology is a plus but not required.

Application and resume submission options:

Scan and email your application and resume directly to Human Resources:

Email: Apply@lebcnty.org

Mail:

ATTN: Leeanne Shank, Human Resources Assistant
Room 200
400 S. 8th Street,
Lebanon, PA 17042

Fax: (717) 675-2668

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