

COUNTY OF LEBANON

Job Announcement

Posting Date: May 4, 2021

Position:	Part Time Court Officer
Department:	Courts/Court Administration Room 311 Municipal Building 400 S. 8th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Monday through Friday - various days and hours
Pay Grade:	5-1
Salary Range:	\$11.4455 HR

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Tuesday, May 18, 2021.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs important functions on behalf of the Court, including: delivery of Court documents, ceremonially opening and closing the Courtrooms. The on duty Court Attendant shall be responsible for the unlocking and opening of the Courtroom before any scheduled proceedings. Likewise, the Court Attendant shall make sure that the water pitchers are filled, cups and glasses are supplied, the lights are on, etc. The Court Attendant shall act as court crier in opening, recessing and adjourning court sessions and generally perform as chief messenger for the Judge.

The on duty Court Attendant shall strike the gavel upon opening and closing court. During jury trials, and under any other circumstances deemed necessary by the Court, a second Court Attendant will be scheduled to staff the rear door area of the courtroom. During jury trials only, a Jury Attendant will be present to assist the jurors and the Court.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Graduation from High School or equivalency is 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) 274-8094

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