

COUNTY OF LEBANON

Job Announcement

Posting Date: April 21, 2021

<i>Position:</i>	District Judge Clerk / Interpreter
<i>Department:</i>	MDJ John W. Ditzler 138 W. Walnut Street Cleona, PA 17042
<i>Available:</i>	Immediately
<i>Bargaining Unit:</i>	None
<i>Hours:</i>	Monday – Friday, 8:30AM to 4:30PM
<i>Pay Grade:</i>	5 (Non-union pay chart)
<i>Salary Range:</i>	\$801.2479 Bi-weekly; plus Interpreter pay of \$57.69 bi-weekly
<i>Benefits:</i>	Health Insurance, Life Insurance, PTO, Paid Holidays, Pension (Full Time Employees)

➤ **A County of Lebanon application must be submitted for consideration**

➤ **Applications will be accepted through Wednesday, May 5, 2021.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Receives and processes traffic citations, posts to traffic dockets, receives monies and prepares receipts for fines and security deposits; sets hearing dates and sends hearing notices; prepares partial payment schedules, types warrants and prepares refund checks; prepares bank deposits and other duties as assigned.

Interpreter duties include: duties in an office setting, during interviews, at hearings or other legal proceedings.

Translation may be performed both orally and in writing. In addition to proficiency in both English and a second language, must be familiar with the idioms and slang usage in both languages. Translation tasks may be required in offices or departments other than your assigned office. This position accompanies your regular job duties.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Applicant must have a high school diploma or equivalent; some clerical and accounting experience preferred with business math and bookkeeping knowledge/experience; ability to read, write and understand the English language as well as other languages; working knowledge and ability to use personal computer including experience with Microsoft Word and Microsoft Excel applications required; ability to type; or any combination of experience and training that provides the required knowledge, skills, and abilities.

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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