

# COUNTY OF LEBANON

## Job Announcement

Posting Date: May 10, 2019

<i>Position:</i>	<b>Full-Time District Judge Clerk</b>
<i>Department:</i>	<b>Magisterial District Judge- John W. Ditzler 138 W. Walnut Street Cleona, PA 17042</b>
<i>Available:</i>	<b>Immediately</b>
<i>Bargaining Unit:</i>	<b>None</b>
<i>Hours:</i>	<b>Monday – Friday, 8:30AM to 4:30PM</b>
<i>Pay Grade:</i>	<b>5 (Non-union pay chart)</b>
<i>Salary Range:</i>	<b>\$785.4602 Bi-weekly</b>

- **A County of Lebanon Application must be submitted for consideration**
- *Resume is recommended, however, is optional unless otherwise stated below*

- **Applications will be accepted through Friday, May 24, 2019.**

### **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.

### **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. Applicant must have a 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.

*An Equal Employment Opportunity Employer*

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#### **ALL APPLICANTS MAY CONTACT:**

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