

COUNTY OF LEBANON

Job Announcement

Posting Date: November 19, 2021

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| Position: | Full-Time District Judge Clerk |
| Department: | Magisterial District Judge Kim R. Wolfe 1720 State Route 72 N. Lebanon, PA 17046 |
| Available: | Immediately |
| Bargaining Unit: | None |
| Hours: | Monday – Friday, 8:30AM to 4:30PM |
| Pay Grade: | 5 (Non-union pay chart) |
| Salary Range: | \$801.2479 Bi-weekly |
| 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**
- *Resume is recommended, however, is optional unless otherwise stated below*

➤ **Applications will be accepted through Friday, December 3, 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.

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.

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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