

COUNTY OF LEBANON

Job Announcement

Posting Date: September 10, 2019

<i>Position:</i>	Full-Time District Judge Clerk
<i>Department:</i>	Magisterial District Judge Kim R. Wolfe 1720 State Route 72 N. Lebanon, PA 17046
<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>	\$785.4602 Bi-weekly

- **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 Tuesday, September 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

ALL APPLICANTS MAY CONTACT:

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