

COUNTY OF LEBANON

Job Announcement

Posting Date: September 10, 2019

Position:	Docket Specialist
Department:	Domestic Relations Office Municipal Building, Room 202 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Mon. – Fri., 8:00AM to 4:30PM
Pay Grade:	5 (Non-union pay chart)
Salary Range:	\$841.57 bi-weekly

- **A County of Lebanon Application must be submitted for consideration for this position.**
- **Applications will be accepted through Tuesday, September 24, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of routine to moderately difficult clerical tasks in the Domestic Relations Office. Position requires regular attendance at court hearings, including swearing in of parties, and daily interaction with attorneys and other court offices. Prepares files and documents for various hearings. Performs work on a computer terminal utilizing several systems as well as the use of an electronic imaging system. Some phone work. Position will be cross trained for basic coverage within the Domestic Relations Office.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Good knowledge of office terminology, procedures and office equipment. Ability to type with speed and accuracy. Ability to operate a computer terminal. Completion of a standard high school course supplemented with business courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

An Equal Employment Opportunity Employer

ALL APPLICANTS MAY CONTACT:

Leeanne Shank
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