

COUNTY OF LEBANON

Job Announcement

Posting Date: April 21, 2021

<i>Position:</i>	Full-Time District Judge Clerk
<i>Department:</i>	Magisterial District 52-2-01 502 State Drive Lebanon, 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
<i>Benefits:</i>	Health Insurance, Life Insurance, PTO, Paid Holidays, Pension (Full-Time Employees)

- **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 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.

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) 274-8094

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