

COUNTY OF LEBANON

Job Announcement

Posting Date: October 6, 2021

Position:	<i>General Clerk C</i>
Department:	<i>Prothonotary/Clerk of Courts Office Room 104 Municipal Building Lebanon, PA 17042</i>
Available:	<i>Immediately</i>
Bargaining Unit:	<i>Teamsters Local 429</i>
Hours:	<i>8:30AM- 4:30PM, Monday through Friday</i>
Pay Grade:	<i>4 (Court-Related Non-Professionals' Bargaining Unit Pay Chart)</i>
Salary Range:	<i>\$883.23520 Bi-weekly</i>
Full-time Employee Benefits:	<i>*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</i>

➤ **A County of Lebanon Application must be submitted for consideration.**

➤ **Applications will be accepted through Wednesday, October 20, 2021.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of non-routine clerical and typing tasks within the Prothonotary/Clerk of Courts Office. Assists with general office work, including, but not limited to filing, processing mail, answering the phone and responding to inquiries. Docketing and scanning is essential to this position and one must possess a keen eye for detail. Work is performed in both the office and in the Court of Common Pleas so professional appearance and conduct is required. May be required to travel to and from the Jail (LCCF) when bail is posted.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Must have a high school diploma or its equivalent with the ability to read, write, speak and understand the English Language. In a fast paced environment, which often requires multi-tasking, one needs adequate knowledge of general usage of a computer and other office equipment in both the office and courtroom setting. Should have basic knowledge of legal terminology, courtroom protocol and procedures. Must be willing to attend training classes when offered.

Application and resume submission options:

1. Scan and email your application and resume directly to: Human Resources
Email: Apply@lebcnty.org

2. Mail:

ATTN: Leeanne Shank, Human Resources Assistant
Room 200
400 S. 8th Street,
Lebanon, PA 17042

3. Fax: (717) 675-2668

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