

# COUNTY OF LEBANON

## Job Announcement

Posting Date: August 5, 2022

<b>Position:</b>	General Clerk C
<b>Department:</b>	Prothonotary/Clerk of Courts Office Room 104 Municipal Building Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	Teamsters Local 429
<b>Hours:</b>	8:30AM- 4:30PM, Monday through Friday
<b>Pay Grade:</b>	4 (Court-Related Non-Professionals' Bargaining Unit Pay Chart)
<b>Salary Range:</b>	\$896.4760 Bi-weekly
<b>Full-Time employee Benefits:</b>	*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.**

➤ **Applications will be accepted through Friday, August 19, 2022.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

Performs a variety of non-routine clerical and typing tasks within the Clerk of Courts Office. Assists with general office work, including, but not limited to filing, processing mail, taking phone calls and responding to inquiries. Docketing and scanning is essential to this position so 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.

### **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 computers and other office equipment for both the office and courtroom setting.

Should have basic knowledge of legal terminology, courtroom protocol and procedures with interest or experience in criminal justice. Training takes place on site; however, one 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](mailto: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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