

COUNTY OF LEBANON

Job Announcement

Posting Date: January 11, 2023

Position:	General Clerk C (Clerk of Courts)
Department:	Prothonotary/Clerk of Courts Office Room 104 Municipal Building Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	8:30AM- 4:30PM, Monday through Friday
Pay Grade:	4 (Court-Related Non-Professionals' Bargaining Unit Pay Chart)
Salary Range:	\$907.6790 Bi-weekly
Full-Time employee Benefits:	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays*Paid-time-off *Pension retirement plan *Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer Plans available

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

➤ **Applications will be accepted through Wednesday, January 25, 2023.**

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 are 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@lebanoncountypa.gov

2.Mail:

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

3.Fax: (717) 675-2668

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