

COUNTY OF LEBANON

Job Announcement

Posting Date: January 18, 2023

Position:	General Clerk C (Prothonotary)
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, *Paid Dental (2023), *Paid Life insurance, *Paid Holidays, *Paid -time-off, *Pension retirement plan ----- <i>Additional Optional plans:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer Plans.

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

➤ **Applications will be accepted through Wednesday, February 1, 2023.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of non-routine clerical and typing tasks within the Prothonotary's Office. Assists with general office work, including, but not limited to filing of legal documents, processing mail, answering phone calls, responding to inquiries, and accepting passport applications. Docketing and scanning are essential to this position, and one must possess a keen eye for detail. Work is performed in both the office and courtroom setting; therefore, professional appearance and conduct is required.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Person applying must have a high school diploma or its equivalent with the ability to read, write, speak and understand the English Language. In a face 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. Training will take place on site, however one should have basic knowledge of legal terminology, as well as courtroom protocol and procedures.

Application and resume submission options:

Scan and email your application and resume directly to: Human Resources
Email: Apply@lebanoncountypa.gov

Mail:

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

Fax: (717) 675-2668

An Equal Employment Opportunity Employer