

# COUNTY OF LEBANON

## Job Announcement

Posting Date: September 9, 2019

<i>Position:</i>	<b>General Clerk C</b>
<i>Department:</i>	<b>Recorder of Deeds Office Room 107 Municipal Building 400 S. 8<sup>th</sup> Street Lebanon, PA 17042</b>
<i>Available:</i>	<b>Immediately</b>
<i>Bargaining Unit:</i>	<b>None</b>
<i>Hours:</i>	<b>8:30AM- 4:30PM, Monday through Friday</b>
<i>Pay Grade:</i>	<b>Grade 4 (Non-union Pay Chart)</b>
<i>Salary Range:</i>	<b>\$730.6688 Bi-weekly</b>

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

○ *Resume is recommended*

➤ **Applications will be accepted through Monday, September 30, 2019.**

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

Performs a variety of non-routine clerical, accounting and typing tasks within the Recorder of Deeds Office. Indexes, records instruments and processes legal documents submitted to the Recorder of Deeds Office. Position requires frequent public contact; therefore, customer service skills are essential to the position. This position calls for the exercise of judgment in the application of prescribed procedures and methods to routine matters. Operates a variety of office machinery including a computer, scanner, calculator and typewriter.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

High school diploma or equivalent. Math skills are essential. Some experience in the clerical field. Computer experience with Windows based programs is required, with the ability to type at least 50 words per minute.

*An Equal Employment Opportunity Employer*

### **ALL APPLICANTS MAY CONTACT:**

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