

# COUNTY OF LEBANON

## Job Announcement

Posting Date: July 25, 2022

<b>Position:</b>	Part Time Jury Attendant
<b>Department:</b>	Courts/Court Administration Room 311 Municipal Building 400 S. 8th Street Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	Monday through Friday- various days and hours
<b>Pay Grade:</b>	4 (Non-union pay chart)
<b>Salary Range:</b>	\$10.7532 Hourly

- **A County of Lebanon Application must be completed for consideration**
- **Applications will be accepted through: Monday, August 8, 2022.**

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

Assists with jurors during jury trial weeks; including checking in jurors prior to selection, accompanying potential jurors to courtrooms for jury selection, accompanying selected jurors to courtrooms during trials, and remain present to assist jurors during deliberations. Jury attendants also assist Court Administration with jury paperwork as needed.

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

Graduation from High School or equivalency is required.

#### **Application and resume submission options:**

**1. Scan and email your application and resume directly to:**

**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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