

COUNTY OF LEBANON

Job Announcement

Posting Date: January 5, 2022

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

- **A County of Lebanon Application must be completed for consideration**
- **Applications will be accepted through: OPEN**

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:

Scan and email your application and resume directly to:

Email: APPLY@lebcnty.org

Mail:

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

Fax: (717) 675-2668

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