



COUNTY OF LEBANON

Job Announcement

Posting Date: September 19, 2022

Position:	Office Manager
Department:	Magisterial District 52-02-01 502 State Drive Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	8:30AM- 4:30PM, Monday through Friday
Pay Grade:	NU 10 (Non-union Pay Chart)
Salary Range:	\$1,161.81 Bi-weekly
Full-Time employee Benefits:	*Paid health, vision and prescription insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans available

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

➤ **Applications will be accepted through Friday, September 30, 2022.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This is a supervisory position with varied clerical work performed in a Magisterial District Judge Office. This position is responsible for supervising the administrative detail work within the office to ensure that the workflows at a steady, organized pace. Responsibilities include: keeping the Magisterial District Judge fiscal accounts; supervising one or more Magisterial District Judge Clerks; review and assist with motor vehicle, landlord/tenant, civil and criminal cases; computes and types monthly reports for the State, County and Municipalities; reconciles bank statements; works with plaintiffs, defendants, and constables on a variety of civil cases; takes complaints and collects advanced costs from plaintiffs; types complaints and notarizes signatures; receives and disburses monies; prepares receipts; mails judgment card; provides information to police, constables, attorneys, and the general public; prepares correspondence; makes appointments for Magisterial District Judge; keeps record of bail and security posted; makes journal entries in cash receipts journal; distributes advanced costs paid on a civil suit to proper categories.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Applicant must have a high school diploma or equivalent; supervisory, clerical and accounting experience preferred with business math and bookkeeping knowledge/experience; ability to read, write and understand the English language. Applicant must have a working knowledge and ability to use personal computer including experience with Microsoft Word and Microsoft Excel applications required; ability to type; or any combination of experience and training that provides the required knowledge, skills, and abilities.

Application and resume submission options:

1. Scan and email your application and resume directly to: Human Resources

Email: Apply@lebanoncountypa.gov

Mail:

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

Fax: (717) 675-2668

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