



COUNTY OF LEBANON

Job Announcement

Posting Date: January 11, 2023

Position:	Part-Time Court Clerk
Department:	Prothonotary's Office Municipal Building, Room 104 400 South 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	Up to 20 hours per week, Monday-Friday, between 8:30AM & 4:30PM (Some hours may be outside of normal working hours, hours are determined and set by Prothonotary/Clerk of Courts Elected Official)
Pay Grade:	4 (Court-Related Non-Professionals' Bargaining Unit Pay Chart)
Salary Range:	\$12.967 HR.
Part-Time employee Benefits:	*Paid Holidays *Paid Life insurance *Paid-time-off

➤ **The following documents must be submitted for consideration:**

- County of Lebanon Application
- Resume

➤ **Applications will be accepted through Wednesday, January 25, 2023**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Work is performed in both the office and courtroom setting; therefore, professional appearance and conduct is required. Performs a variety of non-routine clerical and typing tasks within the office. Assist 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 so one must possess a keen eye for detail. Provides clerical support during trials and/or hearings conducted by Courts of Common Pleas. Processes court forms and provides court related forms to attorneys. Attends court trials and hearings, swears in witnesses, marks exhibits, maintains case files while in court and takes notes. Reads verdicts, polls jurors. Processes commitment papers for incarceration. May clerk trials in other assigned locations and other duties as assigned. Some work extends beyond 4:30PM when court is in session.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Applicants must have a high school diploma or its equivalent with the ability to read, write, speak, and understand the English Language, Ability to operate a computer, some clerical or related experience. In a fast-paced environment, which often requires multi-tasking, one needs adequate knowledge in the general usage of a computer, other office equipment, office practices, legal terms, courtroom protocol and procedure. Training takes place on site; however, one should have basic knowledge of legal terminology as well as courtroom protocol and procedures.

Application and resume submission options:

1. Scan and email your application and resume directly to Human Resources: Email: Apply@lebanoncountypa.gov	2. Mail: ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042
	3. Fax: (717) 675-2668

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