

COUNTY OF LEBANON

Job Announcement

Posting Date: September 29, 2021

Position:	Part-Time Court Clerk
Department:	Clerk of Courts Room 102 Municipal Building 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:	\$12.6176 per hour

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Wednesday, October 13, 2021.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

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 exhibit's, maintains case files while in court and takes notes. Assists in jury selections for individual trials. Reads verdicts, polls jurors. Processes commitment papers for incarceration. Assists with general office work, such as filing, answering the telephone and responding to inquiries. 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:

Some knowledge of general office practices, legal terms, courtroom protocol and procedure. Ability to perform a variety of clerical tasks within a courtroom setting. Ability to operate a computer, some clerical or related experience and a high school diploma, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Application and resume submission options:

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