

COUNTY OF LEBANON

Job Announcement

Posting Date: September 10, 2019

<i>Position:</i>	Team Clerk
<i>Department:</i>	Domestic Relations Office Municipal Building, Room 207 400 S. 8th Street Lebanon, PA 17042
<i>Available:</i>	Immediately
<i>Bargaining Unit:</i>	None
<i>Hours:</i>	Monday – Friday, 8:00AM to 4:30PM, 37.5 hrs/wk
<i>Pay Grade:</i>	6 (Non-union Pay Chart)
<i>Salary Range:</i>	\$904.6970 Bi-weekly

- **A County of Lebanon Application must be submitted for consideration**
 - *Resume is recommended, however, is optional unless otherwise stated below*
- **Applications will be accepted through Tuesday, September 24, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position includes but is not limited to: filing of support and enforcement petitions, preparing case files for new cases and cases scheduled for court, processing wage attachments, and handling telephone calls from attorneys, clients and sister courts. A person in this position is also responsible for mathematically proving out the adjustments to case balances caused by entering or modifying a support order, and other duties as assigned by the Department Head.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Good knowledge of office terminology, procedures and office equipment. Ability to type with speed and accuracy. Ability to operate a computer terminal. Completion of a standard high school course supplemented with business courses; or any equivalent combination of experience and training, which provides the required knowledge, skills and abilities.

An Equal Employment Opportunity Employer

ALL APPLICANTS MAY CONTACT:

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