

# COUNTY OF LEBANON

## Job Announcement

Posting Date: September 8, 2020

<i>Position:</i>	<b>Team Clerk</b>
<i>Department:</i>	<b>Domestic Relations Office Municipal Building, Room 207 400 S. 8<sup>th</sup> Street Lebanon, PA 17042</b>
<i>Available:</i>	<b>Immediately</b>
<i>Bargaining Unit:</i>	<b>None</b>
<i>Hours:</i>	<b>Monday – Friday, 8:00AM to 4:30PM, 37.5 hrs/wk</b>
<i>Pay Grade:</i>	<b>6 (Non-union Pay Chart)</b>
<i>Salary Range:</i>	<b>\$913.74 Bi-weekly</b>

- **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 22, 2020.**

### **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.

#### **Application and resume submission**

##### **options:**

**Scan and email your application and resume directly to:**

Human Resources  
Email: [Apply@lebcnty.org](mailto:Apply@lebcnty.org)

##### **Mail:**

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

**Fax:** (717) 274-8094

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