



COUNTY OF LEBANON

Job Announcement

Posting Date: June 30, 2026

Position:	General Clerk C (Prothonotary)
Department:	Prothonotary/Clerk of Courts Office Room 104 Municipal Building Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	Approx. 8:30AM- 4:30PM, Monday through Friday
Pay Grade:	4 (Court-Related Non-Professionals' Bargaining Unit Pay Chart)
Salary Range:	\$1,155.3838 Bi-weekly
Full-Time Employee Benefits:	100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

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

Resume is recommended, however, is optional unless otherwise stated below.

➤ **Applications will be accepted through: Tuesday, July 14, 2026.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of non-routine clerical and typing tasks within the Prothonotary's Office. Assists with general office work, including, but not limited to, filing legal documents, processing mail, answering phone calls, responding to inquiries, and accepting passport applications. Docketing and scanning are essential to this position, and one must possess a keen eye for detail. Work is performed in both the office and courtroom setting; therefore, professional appearance and conduct is required.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Person applying must have a high school diploma or its equivalent with the ability to read, write, speak and understand the English Language. In a fast-paced environment, which often requires multi-tasking, one needs adequate knowledge of the general usage of a computer and other office equipment in both the office and courtroom setting. Training will take place on site, however one should have basic knowledge of legal terminology, as well as courtroom protocol

APPLICATION AND RESUME SUBMISSION OPTIONS:

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

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