



COUNTY OF LEBANON

Job Announcement

Posting Date: October 1, 2024

Position:	Casual Part-Time MDJ Office Support 1 - Floater
Department:	Magisterial District Judge John Ditzler And other Magisterial District Judge Offices in Lebanon County, as needed Location(s) will be assigned by Court Administration
Available:	Immediately
Bargaining Unit:	None
Hours:	Monday – Friday, 8:30AM to 4:30PM Varied Casual PT days and hours
Pay Grade:	NU7 (Non-union pay chart)
Salary Range:	\$14.0334 / HR

A County of Lebanon Application must be completed for consideration for this position. Resume is recommended, however, is optional unless otherwise stated below.

➤ **Applications will be accepted through Tuesday, October 29, 2024.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Receives and processes traffic citations, posts to traffic dockets, receives monies and prepares receipts for fines and security deposits; sets hearing dates and sends hearing notices; prepares partial payment schedules, types warrants and prepares refund checks; prepares bank deposits and other duties as assigned.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Applicant must have a high school diploma or equivalent; clerical and accounting experience preferred; business math and bookkeeping knowledge/experience. Ability to read, write and understand the English language; working knowledge and ability to use personal computer including experience with Microsoft Word and Microsoft Excel applications required; ability to type and/or any combination of experience and training that provides the required knowledge, skills, and abilities.

Application and resume submission options:

Scan and email your application and resume directly to:

Email: Apply@lebanoncountypa.gov

Mail:

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

Fax: (717) 675-2668

An Equal Employment Opportunity Employer