



COUNTY OF LEBANON

Job Announcement

Posting Date: February 7, 2025

Position:	Office Support 1 (District Judge Clerk)
Department:	Magisterial District 52-02-01 502 State Drive Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Monday – Friday, 8:30AM to 4:30PM
Pay Grade:	NU 7 (Non-union pay chart)
Salary Range:	\$1,001.9882 Bi-weekly
Full-time Employee Benefits:	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Deferred Compensation plan, Employee Assistance Program, and Employee Wellness Program! <i>Optional Employee Paid Benefits:</i> Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer, and Pet 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 OPEN.**

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; some clerical and accounting experience preferred with business math and bookkeeping knowledge/experience; ability to read, write and understand the English language. Applicant must have a working knowledge and ability to use personal computer including experience with Microsoft Word and Microsoft Excel applications required; ability to type; 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:
Human Resources

Email: Apply@lebanoncountypa.gov

Mail:

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

Fax: (717) 675-2668

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