



COUNTY OF LEBANON

Job Announcement

Posting Date: October 9, 2026

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:	NE 7 (Non-union pay chart)
Salary Range:	\$15.31 Bi-weekly
Part-Time Employee Benefits:	Employee Assistance Program, Employee Wellness Program!

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**

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:

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

*****An Equal Employment Opportunity Employer*****