



# COUNTY OF LEBANON

## Job Announcement

Posting Date: April 23, 2024

<b>Position:</b>	Office Support 1 (District Judge Clerk)
<b>Department:</b>	Magisterial District 52-01-01 502 State Drive Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	Monday – Friday, 8:30AM to 4:30PM
<b>Pay Grade:</b>	NU 7 (Non-union pay chart)
<b>Salary Range:</b>	\$982.3414 Bi-weekly
<b>Full-time Employee Benefits:</b>	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan <i>Optional benefits:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

➤ **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, May 7, 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; 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](mailto: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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