COUNTY OF LEBANON

Job Announcement

Position:	Part-Time Court Clerk
Department:	Prothonotary Municipal Building, Room 104 400 South 8th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	Up to 20 hours per week, Monday-Friday, between 8:30AM & 4:30PM (Some hours may be outside of normal working hours, hours are determined and set by Prothonotary/Clerk of Courts Elected Official)
Pay Grade:	4 (Court-Related Non-Professionals' Bargaining Unit Pay Chart)
Salary Range:	$16.5055 HR.
Part-Time Employee Benefits:	***Paid** Life insurance ***Paid**-time-off

- ***A County of Lebanon Application must be completed for consideration for this position.***

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The primary duty is to attend court trials and hearings. One will be expected to swear in witnesses, mark exhibits, process commitment forms for incarceration and maintain case files while in court. Abilities should include being able to understand and follow oral and written instructions, to write legibly, maintain effective working relationships with other employees and the public and to work independently. Must be well organized and detail oriented. Physical demands include the ability to sit/stand for up to 3 hours when necessary, bending, pulling, and reaching for files and the ability to handle stress. Since work is performed in both the office and courtroom setting, 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 both verbally and orally. In a moderate noise level environment, one must be able to hear well enough to perform the duties prescribed. In a fast-paced environment, which often requires multi-tasking, one needs adequate knowledge of general usage of a computer and other office equipment in both the office and courtroom setting. Training will take place on site.

APPLICATION AND RESUME SUBMISSION OPTIONS:

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

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