



# COUNTY OF LEBANON

## Job Announcement

Posting Date: June 30, 2026

<b>Position:</b>	General Clerk C (Clerk of Courts)
<b>Department:</b>	Prothonotary/Clerk of Courts Office Room 104 Municipal Building Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	Teamsters Local 429
<b>Hours:</b>	8:30AM- 4:30PM, Monday through Friday
<b>Pay Grade:</b>	4 (Court-Related Non-Professionals' Bargaining Unit Pay Chart)
<b>Salary Range:</b>	\$1,155.3838 Bi-weekly
<b>Full-Time employee Benefits:</b>	<b>100% Employer PAID Benefits</b> → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. <b>Additional Benefits</b> → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. <b>Voluntary Benefits</b> → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer 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 Tuesday, July 14, 2026.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

Performs a variety of non-routine clerical and typing tasks within the Clerk of Courts Office. Assists with general office work, including, but not limited to filing, processing mail, taking phone calls, and responding to inquiries. Docketing and scanning are essential to this position so one must possess a keen eye for detail. Work is performed in both the office and in the Court of Common Pleas, so professional appearance and conduct is required.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

Must have a high school diploma or its equivalent with the ability to read, write, speak, and understand the English Language. In a fast-paced environment, which often requires multi-tasking, one needs adequate knowledge of general usage of computers and other office equipment for both the office and courtroom setting. Should have basic knowledge of legal terminology, courtroom protocol and procedures with interest or experience in criminal justice. Training takes place on site; however, one must be willing to attend training classes when offered.

#### **Application and resume submission options:**

**1.Scan and email your application and resume directly to:** Human Resources  
**Email:** [Apply@lebanoncountypa.gov](mailto:Apply@lebanoncountypa.gov)

#### **2.Mail:**

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

**3.Fax:** (717) 675-2668

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