

COUNTY OF LEBANON

Job Announcement

Posting Date: May 31, 2019

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| <i>Position:</i> | Administrative Assistant to Court Administration |
| <i>Department:</i> | Court Administration Municipal Building, Room 311 400 S. 8th Street Lebanon, PA 17042 |
| <i>Available:</i> | Immediately |
| <i>Bargaining Unit:</i> | None |
| <i>Hours:</i> | Monday – Friday, 8:30AM to 4:30PM, 35 hrs/wk |
| <i>Pay Grade:</i> | 9 (Non-union pay chart) |
| <i>Salary Range:</i> | \$1,048.9597 Bi-weekly approximately |

- **A County of Lebanon Application must be submitted for consideration**
 - *Resume is recommended, however, is optional unless otherwise stated below*
- **Applications will be accepted through Friday, June 14, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position will be responsible for receiving all in person visitors to Court Administration, as well as answering incoming calls and directing them appropriately. Administrative Assistant to Court Administration assists all other members of Court Administration with secretarial functions, drafting of correspondence, etc. The Administrative Assistant is also responsible for processing incoming and outgoing mail. Additional duties include: preparation of bench warrant paperwork, assisting with scheduling of conference rooms, generation of orders for assignments of counsel and praecipes for disposition and all other duties as assigned. This position requires a high-level of professionalism and the employee must be able to maintain strict confidentiality regarding matters before the Court.

The ideal candidate would be bilingual and receive the interpreter stipend in addition to the salary noted above.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Candidates must have a high school diploma or equivalent. Experience in administrative and secretarial duties is preferred but not required. Legal knowledge or experience is preferred but not required. Applicants must have general knowledge and familiarity with computers, including Microsoft Outlook, Word and Excel. Knowledge of and ability to use the County i5 system and CPCMS are beneficial. Training will be provided to successful candidate. Candidates applying for this position must be organized, able to multi-task and return to task after interruption.

An Equal Employment Opportunity Employer

ALL APPLICANTS MAY CONTACT:

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