

# COUNTY OF LEBANON

## Job Announcement

Posting Date: January 10, 2019

<i>Position:</i>	<b>Full-Time District Judge Clerk</b>
<i>Department:</i>	<b>Magisterial District Judge Anthony Verna 728 E Walnut Street Lebanon, PA 17042</b>
<i>Available:</i>	<b>Immediately</b>
<i>Bargaining Unit:</i>	<b>None</b>
<i>Hours:</i>	<b>Monday – Friday, 8:30AM to 4:30PM</b>
<i>Pay Grade:</i>	<b>5 (Non-union pay chart)</b>
<i>Salary Range:</i>	<b>\$785.46 Bi-weekly</b>

- **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 Thursday, January 24, 2019.**

### **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.

*An Equal Employment Opportunity Employer*

#### **COUNTY GOVERNMENT EMPLOYEES MAY CONTACT:**

Leeanne Shank  
Human Resources Assistant  
Room 200, Municipal Bldg  
400 S. 8<sup>th</sup> Street  
Lebanon, PA 17042  
[LShank@lebcounty.org](mailto:LShank@lebcounty.org)

#### **NON-COUNTY EMPLOYEES MAY CONTACT:**

[www.lebcounty.org](http://www.lebcounty.org) or:  
CareerLink  
Attn: Ms. Doan Barefield  
Program Supervisor  
243 Schneider Dr.  
Lebanon, PA 17046  
Ph: 274-2554