

COUNTY OF LEBANON

Job Announcement

Posting Date: January 4, 2019

Position:	Part Time Jury Attendant
Department:	Courts/Court Administration Room 311 Municipal Building 400 S. 8th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Monday through Friday- various days and hours
Pay Grade:	4 (Non-union pay chart)
Salary Range:	\$10.4369 Hourly

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Friday, January 18, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Assists with jurors during jury trial weeks; including checking in jurors prior to selection, accompanying potential jurors to courtrooms for jury selection, accompanying selected jurors to courtrooms during trials, and remain present to assist jurors during deliberations. Jury attendants also assist Court Administration with jury paperwork as needed.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Graduation from High School or equivalency is required.

An Equal Employment Opportunity Employer

COUNTY GOVERNMENT EMPLOYEES MAY CONTACT:

Leeanne Shank
Human Resources Assistant
Room 200, Municipal Bldg
400 S. 8th Street
Lebanon, PA 17042
LShank@lebcnty.org

NON-COUNTY EMPLOYEES MAY CONTACT:

www.lebcounty.org or: CareerLink
Attn: Doan Barefield, Program Supervisor
243 Schneider Dr.
Lebanon, PA 17046
Ph: 274-2554