

COUNTY OF LEBANON

Job Announcement

Posting Date: January 4, 2019

Position:	Part-Time Court Clerk
Department:	Clerk of Courts Room 102 Municipal Building 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:	\$12.2174 per hour

- **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:

Provides clerical support during trials and/or hearings conducted by Courts of Common Pleas. Processes court forms and provides court related forms to attorneys. Attends court trials and hearings, swears in witnesses, marks exhibit's, maintains case files while in court and takes notes. Assists in jury selections for individual trials. Reads verdicts, polls jurors. Processes commitment papers for incarceration. Assists with general office work, such as filing, answering the telephone and responding to inquiries. May clerk trials in other assigned locations and other duties as assigned. Some work extends beyond 4:30PM when court is in session.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Some knowledge of general office practices, legal terms, courtroom protocol and procedure. Ability to perform a variety of clerical tasks within a courtroom setting. Ability to operate a computer, some clerical or related experience and a high school diploma, or any equivalent combination of experience and training which 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. 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: 717-274-2554