



COUNTY OF LEBANON

Job Announcement

Position:	Law Librarian/Interpreter
Department:	Court Administration Municipal Building, Room 305 400 South 8th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Approx. 8:30AM- 4:30PM, Monday through Friday
Pay Grade:	NU8 (Non-Union/Non-Exempt Pay Chart)
Salary Range:	\$1,077.1353 Bi-weekly plus, Interpreter pay of \$1,500.00 Annually
Full-Time Employee Benefits:	100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → 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. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

A County of Lebanon Application MUST be completed for consideration for this position. Resume is recommended, however, is optional unless otherwise stated below.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position will be responsible for managing and maintaining the law library. The primary role of the law librarian is to assist attorneys and members of the public with accessing research tools, forms, rules and procedures, and other court-related information, while maintaining a pleasant, professional and organized library environment. The law librarian will ensure that books and online resources are available and up to date by maintaining subscription records and inventory. The law librarian also receives, codes and submits invoices for payment and is responsible for the library budget, including completion of budget worksheets and attendance at meetings. The law librarian performs secretarial duties, such as answering telephone calls and directing them appropriately when necessary, filing, processing mail, ordering forms and supplies, etc. and should have a general knowledge of computers, including Microsoft Outlook, Word and Excel, and other office equipment. This position requires professional interaction with members of the public, court personnel, judges and attorneys. The employee must be able to maintain strict confidentiality regarding matters before the Court.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Candidates must have a high school diploma or equivalent. Experience in administrative and/or secretarial duties is preferred but not required. Knowledge of legal research, terminology and procedure is preferred but not required. Training will be provided if necessary. Candidates applying for this position must be highly organized, able to work independently, multi-task and return to task after interruption and work well with others.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources → Apply@lebanoncountypa.gov
2. Mail to → 400 S. 8 th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

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