



# COUNTY OF LEBANON

## Job Announcement

Posting Date: September 2, 2025

<b>Position:</b>	Office Support 1 / Interpreter (District Judge Clerk)
<b>Department:</b>	Magisterial District 52-03-03 1720 State Rt. 72 N. Lebanon, PA 17046
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	Monday – Friday, 8:30AM to 4:30PM
<b>Pay Grade:</b>	NU 7 (Non-union pay chart)
<b>Salary Range:</b>	\$1001.9882 Bi-weekly, plus, Interpreter pay of \$1,500.00 Annually
<b>Full-time Employee Benefits:</b>	<b>*Paid</b> health, Vision, Prescription, and Dental insurance <b>*Paid</b> Life insurance <b>*Paid</b> Holidays <b>*Paid</b> -time-off <b>*Pension</b> retirement plan <b>*Deferred</b> Compensation plan, Employee Assistance Program, and Employee Wellness Program! <i>Optional Employee Paid Benefits:</i> Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer, and Pet Insurance.

➤ **A County of Lebanon Application must be completed for consideration.**

*Resume is recommended, however, is optional unless otherwise stated below.*

➤ **Applications will be accepted through OPEN**

**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.

**Application and resume submission options:**

Scan and email your application and resume directly to:  
Human Resources

Email: [Apply@lebanoncountypa.gov](mailto:Apply@lebanoncountypa.gov)

**Mail:**

ATTN: Lebanon County Human Resources  
Room 200  
400 S. 8th Street,  
Lebanon, PA 17042

**Fax:** (717) 675-2668

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