



COUNTY OF LEBANON

Job Announcement

Posting Date: July 10, 2026

Position:	2 nd Deputy
Department:	Register of Wills/Clerk of Orphans Courts 400 South 8th Street, Room 105 Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Court Related Non-Professionals (CRNP)
Hours:	8:30AM- 4:30PM, Monday through Friday
Pay Grade:	Grade 6 (CRNP Pay Chart)
Salary Range:	\$1,290.5406 Bi-weekly
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.

➤ **Applications will be accepted through Friday, July 17, 2026.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The Second Deputy is a supervisory position responsible to the Register of Wills and Clerk of Orphans' Court and the First Deputy while assisting in the direction of the Clerk. Their purpose is to direct the daily operations of the Register of Wills and Clerk of Orphans' Court office, assuming responsibility for the office in the absence of the Register and First Deputy. The Second Deputy assists with managing the office's services and responsibilities which include recording and processing marriage licenses, probate, guardianships, adoptions and parental terminations. Additionally, the Second Deputy will be responsible for reviewing payments, and managing office money.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Must have the ability to operate computer applications to include several office recording, reporting and payment applications as necessary. Must be able to process and calculate fees as required for customers and payments and fees due from and to other government offices. Must be highly organized and able to manage staff and interact successfully with customers, as well as purchase, budget and schedule office financial and personnel resources. Must have the ability to learn and apply applicable County and State laws, regulations and rules for Decedents, Estates and Fiduciaries and Domestic Relations and other associated laws and regulations. This is a grant funded position and is contingent on the Pennsylvania Commission on Crime and Delinquency's final approval of the grant.

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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