



COUNTY OF LEBANON

Job Announcement

Posting Date: March 12, 2026

Position:	Law Clerk to the Honorable Bradford H. Charles, Judge
Department:	Courts
Available:	Immediately
Bargaining Unit:	NONE
Hours:	8:00AM- 5:00PM, Monday through Friday
Pay Grade:	Non-Union Pay Chart: Grade 5 Step 1 (w/o Bar) Grade 5 Step 4 (with Bar)
Salary Range:	\$24.56/hr. (w/o Bar) \$26.06/hr. (with Bar)
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 Thursday, March 19, 2026.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The Judicial Law Clerk assists his Honor with legal research, case management and the writing of Judicial Opinions, Legal Memoranda and Orders of Court. The Judicial Clerkship represents a unique opportunity to observe and be professionally involved with all aspects of the legal system. Judges in Lebanon County handle all types of civil and criminal cases that come through the Court system, unlike other jurisdictions where judges are assigned to a particular division.

The successful candidate should have strong research and writing skills; an ability to organize work and maintain deadlines; and an ability to work independently and with others.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Graduate of an accredited law school; must possess a Juris Doctor degree.

Licensed in Pennsylvania, waiting on bar exam results, or scheduled to sit for upcoming bar exam (pay may vary by status)

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

*****An Equal Employment Opportunity Employer*****