



COUNTY OF LEBANON

Job Announcement

Posting Date: October 12, 2026

Position:	General Clerk C
Department:	Register of Wills/Clerk of Orphans Courts 400 South 8 th Street, Room 105 Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Court Related Non-Professionals (CRNP)
Hours:	Approx. 8:30AM- 4:30PM, Monday through Friday
Pay Grade:	Grade 4 (CRNP Pay Chart)
Salary Range:	\$ 1,155.3838 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 Monday, October 19, 2026.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The Clerk is a position responsible to the Register of Wills and Clerk of Orphans' Court and the First Deputy. The Clerk records and processes marriage licenses, probate, guardianships, adoptions and parental terminations. Additionally, the Clerk assists in Orphans' Court as needed, processes fee payment, inheritance tax payments, and corresponds with people having business in the office.

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 interact successfully with customers. 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. Occasionally required to lift boxes up to 30 pounds.

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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