



# COUNTY OF LEBANON

## Job Announcement

Posting Date: April 29, 2025

<b>Position:</b>	General Clerk C
<b>Department:</b>	Register of Wills/Clerk of Orphans Courts 400 South 8 <sup>th</sup> Street, Room 105 Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	Court Related Non-Professionals (CRNP)
<b>Hours:</b>	Approx. 8:30AM- 4:30PM, Monday through Friday
<b>Pay Grade:</b>	Grade 4 (CRNP Pay Chart)
<b>Salary Range:</b>	\$ 1,138.3091 Bi-weekly
<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 for this position. Resume is recommended, however, is optional unless otherwise stated below.***

➤ **Applications will be accepted through OPEN**

### **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:	
<b>1. Scan and email your application and resume directly to Human Resources:</b>	<b>2. Mail:</b>
Email: <a href="mailto:Apply@lebanoncountypa.gov">Apply@lebanoncountypa.gov</a>	ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042
	<b>3. Fax:</b> (717) 675-2668

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