



# COUNTY OF LEBANON

## Job Announcement

Posting Date: February 26, 2026

<b>Position:</b>	Office Support 1 (District Judge Clerk)
<b>Department:</b>	Magisterial District 52-02-01 502 State Drive Lebanon, PA 17042
<b>Available:</b>	Immediately – <b>Two (2) Positions available</b>
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	Monday – Friday, 8:30AM to 4:30PM
<b>Pay Grade:</b>	NU 7 (Non-union/Non-exempt pay chart)
<b>Salary Range:</b>	\$1,071.70 Bi-weekly
<b>Full-Time Employee Benefits:</b>	<b>100% Employer PAID Benefits →</b> Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. <b>Additional Benefits →</b> 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. <b>Voluntary Benefits →</b> 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 12, 2026.**

### **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:**

The 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. The 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:**

1. Email directly to Human Resources → <a href="mailto:Apply@lebanoncountypa.gov">Apply@lebanoncountypa.gov</a>
2. Mail to → 400 S. 8 <sup>th</sup> Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

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