



COUNTY OF LEBANON

Job Announcement

Posting Date: May 26, 2026

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| Position: | Office Support 1 (District Judge Clerk) |
| Department: | Magisterial District 52-03-05 325 S. Railroad Street Palmyra, PA 17078 |
| Available: | Immediately |
| Bargaining Unit: | None |
| Hours: | Monday – Friday, 8:30AM to 4:30PM |
| Pay Grade: | NU 7 (Non-union/Non-exempt pay chart) |
| Salary Range: | \$1,071.70 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 Tuesday, June 9, 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:

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| 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*****