

COUNTY OF LEBANON

Job Announcement

Posting Date: July 21, 2022

Position:	Admin Assistant 1 (Records)
Department:	Lebanon County Correctional Facility 730 E. Walnut Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Monday – Friday, 8:30AM to 4:30PM, 35 hrs/wk
Pay Grade:	9 (Non-union pay chart)
Salary Range:	\$1,080.7442 Bi-weekly
Full-Time employee Benefits:	*Paid health, vision and prescription insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans available

- **A County of Lebanon Application must be submitted for consideration**
 - *Resume is recommended, however, is optional unless otherwise stated below*
- **Applications will be accepted through Thursday, August 11, 2022.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This senior clerical position requires an individual possessing excellent organizational skills and the ability to read, comprehend and interpret legal documents, to include but not limited to calculating ordered sentences issued by all levels of the Federal, State and Local court system, as they pertain to the incarceration of inmates at the Lebanon County Correctional Facility. Candidate must also understand legal terminology, as it pertains to the documents submitted by all levels of the court and law enforcement agencies for pre-trial purposes. Annual and monthly statistical gathering/reporting are a requirement of this position as requested by the Warden or immediate designee. This is a non-bargaining unit position that reports directly to the Warden or designee. This candidate shall be able to complete work in a high paced correctional environment, as well as maintaining confidentiality regarding inmate records involving legal status and incarceration status. Working hours may vary as directed by the Warden to coincide with the current Court Agenda or the volume of inmate records. This employee shall complete related work as required or as directed by the Warden or designee.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Candidate shall possess a minimum of a high school diploma or high school equivalency. Previous experience working with legal records preferred, but not mandatory for this position. Candidate must demonstrate excellent clerical and math skills for the interpretation of sentencing orders and pre-trial documents. Candidate must demonstrate excellent computer skills and navigation of LCCF computer systems. Candidate must have a clear criminal record and submit to random drug testing when requested. Candidate must be a minimum 18 years of age and possess a current/valid Pennsylvania Driver's license.

Application and resume submission options:

Scan and email your application and resume directly to Human Resources:

Email: Apply@lebcnty.org

Mail:

ATTN: LeeAnne Shank, Human Resources Assistant
Room 200
400 S. 8th Street,
Lebanon, PA 17042

Fax: (717) 675-2668

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