

# COUNTY OF LEBANON

## Job Announcement

Posting Date: November 15, 2022

<b>Position:</b>	Admin Assistant 1
<b>Department:</b>	Commissioner's Office Municipal Building Room 207 Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	NONE
<b>Hours:</b>	8:30AM- 4:30PM, Monday through Friday
<b>Pay Grade:</b>	NU 9 (Non-union salary chart)
<b>Salary Range:</b>	\$1,080.7442 Bi-weekly and up dependent upon experience
<b>Full-time Employee Benefits:</b>	*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, specifically noting this position.**
- **Applications will be accepted through Tuesday, November 29, 2022.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

This is a very important secretarial position which provides clerical support for three County Commissioners, County Administrator, Human Resources Director, and Purchasing Agent. Primary clerical support is provided to the Human Resources Director and Purchasing Agent. Human resources support duties include drafting and preparing weekly transaction letters and other HR correspondence; create, maintain, and update all personnel files; accordingly, maintain computer listings and employee listings; completes state mandated reporting for new personnel; other duties as assigned. Responsible for the preparation and filing of labor related reports in a timely fashion. Duties for purchasing support include preparation of purchase orders; minor buying; maintenance of purchasing records; preparing bids and bid tabulation; contacting various offices and departments to coordinate the buying of certain supplies; prepares correspondence; accordingly, processes bills for supplies that are charged to departments. Clerical duties include answering the telephone and transferring calls; accordingly, assist with individuals who enter the Commissioners' Office and all other duties as assigned to assist the County Commissioners and County Administrator. This position works with confidential records and information.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

Applicant must have a high school diploma or equivalent; clerical experience preferred with the ability to draft correspondence and perform mathematical calculation with speed and accuracy; excellent communication and typing skills; the ability to use a personal computer including experience with Microsoft Word and Microsoft Excel applications is required; ability to accurately maintain a variety of files.

#### **Application and resume submission options:**

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

**Email:** [Apply@lebanoncountypa.gov](mailto:Apply@lebanoncountypa.gov)

#### **Mail:**

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

**Fax:** (717) 675-2668

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