

# COUNTY OF LEBANON

## Job Announcement

Posting Date: September 16, 2020

<i>Position:</i>	<b>Assistant Enforcement Officer/Deputy Sheriff</b>
<i>Department:</i>	<b>Domestic Relations Office Municipal Building, Room 202 400 S. 8<sup>th</sup> Street Lebanon, PA 17042</b>
<i>Available:</i>	<b>Immediately</b>
<i>Bargaining Unit:</i>	<b>None</b>
<i>Hours:</i>	<b>Monday – Friday, 8:00AM to 4:30PM, 37.5 hrs/wk</b>
<i>Pay Grade:</i>	<b>8 (Non-union pay chart)</b>
<i>Salary Range:</i>	<b>\$1,055.94 Bi-weekly</b>

- ***A County of Lebanon Application must be submitted for consideration***
- ***Applications will be accepted through Wednesday, September 30, 2020.***

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

This position involves enforcement and locate work in the Domestic Relations Office to include, but not limited to, serving complaints for support and bench warrants, maintaining Courtroom and office security, assisting with locating defendants, enforcing support orders, transporting prisoners, accurate and complete documentation of such work, and other duties as assigned by supervisors and/or the Director. All the above duties are performed in accordance with Federal regulations, State statutes and Departmental rules and regulations. This position may involve an element of personal danger, and will require the employee to be fully trained and certified as a Deputy Sheriff, with primary assignments in the Domestic Relations Office; however, on occasion, may assist in the Sheriff's Office on Domestic Relations issues with Director approval.

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

The qualified candidate must have a valid Pennsylvania driver's license, must annually certify with a firearm (handgun), must, within one (1) calendar year of being hired, successfully complete 760 hours of Deputy Sheriff training, which includes passing the physical fitness standards for a Deputy Sheriff. Must successfully complete the Deputy Sheriff's Continuing Education Program on a biannual basis, and must possess excellent moral character and judgment. Must successfully complete a 19-week academy (Monday through Friday, room and board provided) at Penn State, which includes passing physical fitness standards on the first day at the academy. Due to this academy requirement, applicants must pass a pre-test of the physical/agility portion of academy curriculum in order for an interview to be scheduled.

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

**1.Scan and email your application and resume directly to:**  
Human Resources  
Email: [Apply@lebcnty.org](mailto:Apply@lebcnty.org)

**2.Mail:**

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

**3.Fax:** (717) 274-8094

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