

# COUNTY OF LEBANON

## Job Announcement

<b>Position:</b>	Central Booking Agent
<b>Department:</b>	District Attorney - Central Booking Room 27 Municipal Building 400 S. 8 <sup>th</sup> Street
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	NONE
<b>Hours:</b>	Full-Time and Part-Time Available Variable: <i>Days, evenings, nights, weekends, holidays</i> (24 hour facility)
<b>Pay Grade:</b>	8 (Non-union Pay Chart)
<b>Salary Range:</b>	\$14.3518 per hour
<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 completed for consideration for this position.**
- **Applications will be accepted through OPEN**

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

The District Attorney's Office has an opening for a Central Booking Agent. This position supports law enforcement agencies in processing individuals accused of criminal offenses. Produces photographs by utilizing digital equipment. Obtains fingerprints by utilizing automated fingerprint system or ink. Prepares and assists with all types of arraignments. Conduct criminal history and drivers' license checks. Assists all local, state, and federal law enforcement agencies, county District Justices and out of county law enforcement agencies.

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

High school diploma or equivalent. Some law enforcement experience is recommended but not required. Clean police record.

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

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

Human Resources  
**Email:** [apply@lebcnty.org](mailto: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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