



COUNTY OF LEBANON

Job Announcement

Posting Date: September 8, 2020

Position:	Casual Part-time, Substitute Mail Carrier
Department:	Lebanon County Municipal Building – Mail Room 400 South 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	NONE
Hours:	8:30AM- 4:30PM, Varied – Per Diem, approx. 20-30 days annually
Pay Grade:	4
Salary Range:	10.54 per hour

- **A County of Lebanon Application must be submitted for consideration for this position.**
- **Applications will be accepted through Tuesday, September 22, 2020.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position is responsible for the distribution and pick up of office mail, interoffice correspondence and packages. The incumbent performs daily duties of a semi-routine nature and on an independent basis.

Sorts and distributes mail received for/from the Post Office. Collects and processes mail with proper postage to be mailed. Collects and distributes, from one office to another, a variety of inter-office governmental communications. Operates automated mail machine. Loads mail meter with appropriate amount of postage. Processes and sends specialized items to be mailed such as, certified mail, overnight mail, packages, etc. The mail carrier is responsible for sending mail in a timely fashion and in accordance with Federal regulations.

Incumbent is regularly required to stand; walk; stoop/bend; squat; crouch; use hands and fingers to handle and/or feel; reach with hands and arms sometime above shoulder height; speak, hear and see. Regularly push, pull, lift and carry up to 10 pounds frequently, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to cope with the mental stress of the position.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

High school diploma or general education degree (GED); one to three months related experience and/or training preferred; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Application and resume submission options:	
Scan and email your application and resume directly to: Leeanne Shank, Human Resources Assistant Email: LShank@lebcnty.org	Mail: ATTN: Leeanne Shank, Human Resources Assistant Room 200 400 S. 8th Street, Lebanon, PA 17042
	Fax: (717) 274-8094

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