

# COUNTY OF LEBANON

## Job Announcement

Posting Date: September 14, 2020

<i>Position:</i>	<b>Clerk Typist A</b>
<i>Department:</i>	<b>Adult Probation 508 Oak Street Lebanon, PA 17042</b>
<i>Available:</i>	<b>Immediately</b>
<i>Bargaining Unit:</i>	<b>None</b>
<i>Hours:</i>	<b>8:30AM to 5:00PM, Monday-Friday</b>
<i>Pay Grade:</i>	<b>4 (Non-union pay chart)</b>
<i>Salary Range:</i>	<b>\$790.6821 Bi-weekly</b>

- **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 Monday, September 28, 2020.**

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

Serves as office receptionist- checks in and assists clients involved in the probation system, answers and directs telephone calls, responds to inquiries, refers callers to appropriate persons, as well as other duties as assigned by administration. Performs a variety of routine to moderately difficult clerical and typing tasks. Typically types from clear and standard formats within a computer format.

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

Good knowledge of office terminology, procedures and office equipment, ability to type with speed and accuracy and operate a computer. Completion of standard high school courses, supplemented with business courses; 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:**

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) 274-8094

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