



# COUNTY OF LEBANON

## Job Announcement

Posting Date: October 6, 2021

<b>Position:</b>	<b>DEPUTY/NOTARY</b>
<b>Department:</b>	Voter Registration/Elections 400 S. 8 <sup>th</sup> Street, Room 209 Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	<i>None</i>
<b>Hours:</b>	Approx. 8:30AM- 4:30PM, Monday through Friday
<b>Pay Grade:</b>	9 (Non-union pay chart)
<b>Salary Range:</b>	\$1,070.04 Bi-weekly and up *Salary dependent upon experience/qualifications
<b>Full-Time employee Benefits:</b>	*Paid health, vision and prescription insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Optional Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans available

➤ **The following documents must be submitted for consideration:**

- County of Lebanon Application
- Resume

➤ **Applications will be accepted through Wednesday, October 20, 2021**

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

Oversee and perform specialized clerical and administrative duties in the Voter Registration office and conduct of Elections. This position is also a Notary for the department and county. (Notary experience not necessary to apply) The position reports directly to the Chief Clerk of Voter Registration/Director of Elections. The position maintains the SURE voter registration system, including preparing, entering, and tracking reports and forms. The position functions as an office manager and has the authority and responsibility to act for the Chief Clerk/Director when necessary. Responsibilities include contact with the public, as well as contact with other bodies of local, county, and state government officials. The individual must be able to travel throughout the county to evaluate polling locations as well as other duties as assigned. The Deputy has direct responsibility for the following: Campaign finance reporting, petition filing, supplies/inventory, poll worker recruitment, and record retention. Other duties are assigned to the Deputy as necessary by the Chief Clerk/Director. The Deputy is the backup for the Chief Clerk/Director.

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

High School diploma is required; a two-year degree in business/office management or equivalent is preferred but not required. Previous office experience is required. Must have knowledge and experience with Microsoft Word and Excel, along with experience working on a PC.

#### **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: LeeAnne Shank, Human Resources Assistant  
Room 200  
400 S. 8th Street,  
Lebanon, PA 17042

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

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