Job Announcement
Posting Date: March 4, 2020

**Position:** Secretary D  
**Department:** District Attorney's Office  
Room 11, Municipal Building  
400 S. 8th Street  
Lebanon, PA 17042

**Available:** Immediately  
**Bargaining Unit:** Teamsters Local 429  
**Hours:** Mon. – Fri., 8:30AM to 4:30PM  
**Pay Grade:** 5 (Court Related Non-Professionals’ Union Pay Chart)  
**Salary Range:** $914.8410 Biweekly

- A County of Lebanon Application MUST be completed for consideration for this position.  
- Applications will be accepted through Wednesday, March 18, 2020.

**BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**
Performs a variety of routine to moderately difficult clerical and secretarial tasks in the District Attorney’s Office. Responsibilities include, but are not limited to, entering information from applications and criminal complaints into computer database; opening case files; preparing forms and labels; general clerical work; filing, answering telephone calls, responding to inquirers either by phone or in person, refers callers to appropriate persons and other duties as assigned by the District Attorney.

**MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**
Must be able to work independently and complete all work in a timely and accurate manner. Must be able to communicate well with others and work cooperatively with many different departments, including police, probation, and Court Administration. Must work with computer programs, including Microsoft Word, and Excel. Must have accurate typing skills. Criminal Justice experience or education preferred.

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**Application and resume submission options:**

1. **Scan and email your application and resume directly to:**  
Leeanne Shank, Human Resources Assistant  
Email: LShank@lebcnty.org

2. **Mail:**  
ATTN: Leeanne Shank, Human Resources Assistant  
Room 200  
400 S. 8th Street,  
Lebanon, PA 17042

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

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