

COUNTY OF LEBANON

Job Announcement

Posting Date: August 5, 2022

Position:	Central Booking Agent, Full-time
Department:	District Attorney - Central Booking Room 27 Municipal Building 400 S. 8 th Street
Available:	Immediately
Bargaining Unit:	NONE
Hours:	Variable: <i>Days, evenings, nights, weekends, holidays</i> (24 hour facility)
Pay Grade:	NU8 (Non-union Pay Chart)
Salary Range:	\$14.3518 per hour
Full-time Employee Benefits:	*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 Friday, August 19, 2022.**

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

Mail:

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

Fax: (717) 675-2668

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