



COUNTY OF LEBANON

Job Announcement

April 18, 2022

Position:	Office Support 2 (Three (3) positions available) – Temporary & Permanent
Department:	Area Agency on Aging 710 Maple Street Lebanon, PA 17046
Available:	Immediately
Bargaining Unit:	NONE
Hours:	Full or Part Time 8:00AM- 4:30PM, Monday through Friday
Pay Grade:	NU8-1
Salary Range:	\$14.35/hr.

- **The following documents must be submitted for consideration:**
 - **County of Lebanon Application**
 - **Resume**
- **Applications will be accepted through - OPEN**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The Office Support 2 provides moderately complex clerical support to the administrative and fiscal staff of the Area Agency on Aging (AAA), and serves as one of three receptionists. Duties include preparing correspondence and reports, data processing maintaining filing system, ordering office supplies, answering the phone, directing callers as appropriate and providing information on AAA services to the general public.

Applicants hired for this position may have the opportunity to be placed in a regular position.

Applicant selected will be referred to an employment agency for payroll processing. Please call Charlene Keeney to set up an interview at 717 273-9262 or email ckeeney@lebcnty.org for additional information.

An Equal Employment Opportunity Employer