



COUNTY OF LEBANON

Job Announcement

Posting Date: May 10, 2021

Position:	Office Support 1
Department:	Elections & Voter Registration 400 South 8 th Street, Room 209 Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	<i>None</i>
Hours:	Approx. 8:30AM- 4:30PM, Monday through Friday
Pay Grade:	NU 7 (Non-union pay chart)
Salary Range:	\$935.2099 Bi-weekly
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

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

- County of Lebanon Application
- Resume

➤ **Applications will be accepted through Monday, October 3, 2022.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of clerical and typing tasks within the Department of Elections and Voter Registration. Work is performed in the office and the position requires frequent public contact and calls for the exercise of judgment in the application of prescribed procedures and methods to routine matters. Operates a variety of office machines, including a computer, and is responsible for processing voter registration and elections documents via the computerized statewide voter database, filing paper copies of said documents, receiving and generating correspondence, and other responsibilities associated with the elections and voter registration process, as well as managing and maintaining an elected official listing through public outreach and other internal resources, as assigned by the Chief Clerk. Candidates will be expected to cross train to assist with other office tasks as needed.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Good knowledge of office terminology, procedures & equipment, and of business arithmetic. Some experience in the clerical field and completion of a standard high school courses, supplemented with typing. Ability to operate a computer terminal and understand its operating programs. Or any combination of experience and training which provides the required knowledge, skills & abilities.

Application and resume submission options:	
1. Scan and email your application and resume directly to Human Resources: Email: Apply@lebcnty.org	2. Mail: ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042
	3. Fax: (717) 675-2668

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