



# COUNTY OF LEBANON

## Job Announcement

Posting Date: January 18, 2023

<b>Position:</b>	Office Support 2
<b>Department:</b>	Domestic Relations Office Municipal Building, Room 202 400 S. 8 <sup>th</sup> Street Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	Mon. – Fri., 8:00AM to 4:30PM
<b>Pay Grade:</b>	NU 8 (Non-union pay chart)
<b>Salary Range:</b>	\$1087.9275 bi-weekly
<b>Full-Time employee Benefits:</b>	<b>*Paid</b> health, Vision, Prescription, <b>*Paid</b> Dental, <b>*Paid</b> Life insurance, <b>*Paid</b> Holidays, <b>*Paid</b> -time-off, <b>*Pension</b> retirement plan ----- <i>Additional Optional plans:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer Plans.

- **A County of Lebanon Application must be submitted for consideration for this position.**
- **Applications will be accepted through Wednesday, February 1, 2023.**

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

This position includes but is not limited to processing of support and enforcement petitions, income attachments and routine clerical, typing and telephone/email tasks. Prepare files and documents for various hearings. Responsible for mathematically proving out the adjustments to case balances caused by entering or modifying a support order. Perform work on a computer utilizing several systems as well as the use of electronic imaging system. Position may require attendance at court hearings and include swearing in of parties. Other duties as assigned by the Department Head.

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

Good knowledge of office terminology, procedures, and office equipment. Ability to type with speed and accuracy. Ability to operate a computer terminal. Completion of a standard high school course supplemented with business courses; or any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.

#### **Application and resume submission options:**

Scan and email your application and resume directly to:  
Human Resources

Email: [apply@lebanoncountypa.gov](mailto:apply@lebanoncountypa.gov)

#### **Mail:**

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

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

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