

COUNTY OF LEBANON

Job Announcement

Posting Date: May 2, 2022

Position:	Office Support 2/UPI
Department:	Assessment Office Room 118, Municipal Building 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Mon. – Fri., 8:30AM to 4:30PM
Pay Grade:	8 (Non-union pay chart)
Salary Range:	\$1005.3446 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

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Monday May 16, 2022.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs Universal Parcel Identifier (U.P.I.) functions in the Assessment Office. Position receives and verifies legal documents to record with the Recorder of Deeds office. This position answers telephone, greets visitors to office, provides information and assistance, completes related forms, checks and processes work as necessary. Assists with preparing and processing related applications, tax rolls, reports, transfers, and address updates. Performs work on a computer terminal utilizing several systems. Position will be cross-trained for basic coverage within the Assessment Office.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

High School Diploma or Equivalent, supplemented by 3 to 6 months of clerical, general office and computer experience. Good knowledge of office terminology, procedures and office equipment. Ability to type with accuracy and to operate a computer terminal and understand its operating programs or any equivalent combination of education and experience.

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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