

COUNTY OF LEBANON

Job Announcement

Posting Date: January 18, 2023

Position:	Secretary B
Department:	District Attorney's Office Room 11, Municipal Building 400 South 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	8:30 AM to 4:30 PM, Monday through Friday
Pay Grade:	7 (Court-Related Non-Professionals' Bargaining Unit Pay Chart)
Salary Range:	\$1,110.39 bi-weekly
Full-Time employee Benefits:	*Paid health, Vision, Prescription, *Paid Dental, *Paid Life insurance, *Paid Holidays, *Paid -time-off, *Pension 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 completed for consideration**
- **Applications will be accepted through Wednesday, February 1, 2023**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position involves responsibility for administrative and secretarial duties in the Office of the District Attorney. This is an extremely time sensitive position and requires someone who can handle immense numbers of documents and files within a limited time frame. The position requires understanding, recognizing, collecting and controlling vast amounts of information, including but not limited to receiving/processing/requesting criminal histories including completing history background check requests; calculating Prior Record Scores ranges for each charge on the criminal complaint; contact person for ICE; request any in/out of county/state certified documents as needed; help with various court proceedings; entering of information into database system; scanning of closed files and other duties as assigned by the District Attorney.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Experience with the criminal justice system is required. Must have an excellent knowledge of personal computer, including Microsoft Word and Excel—and the ability to learn to use CRM. Must have excellent organizational skills. Must have good interpersonal skills and be able to work in a time sensitive position. Must be able to use the Microsoft computer programs and type with speed and accuracy. Three to four years legal secretarial experience. Paralegal, college courses or other classes in criminal justice preferred but not required; 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:	Mail: ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042
Email: Apply@lebanoncountypa.gov	Fax: (717) 675-2668

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