

COUNTY OF LEBANON

Job Announcement

Posting Date: November 24, 2021

Position:	Secretary C
Department:	Planning Department Room 206, Municipal Building Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	NONE
Hours:	8:30 AM to 4:30 PM, Mon. – Fri.
Pay Grade:	6 (Non-union pay chart)
Salary Range:	\$861.34 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 Wednesday, December 22, 2021.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Perform a variety of secretarial functions of a standard nature for all divisions of the Planning Department. Receives and provides information to clients and tax payers about procedures or status of pending items pertaining to zoning, sewage administration, building inspection, subdivision planning and general planning. Maintains filing system. Types correspondence, reports and other material from standard and non-standard formats. Answers telephone, answers inquiries and schedules hearing.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

High school diploma and completion of a standard high school course(s) which included typing or keyboarding and computer courses. Some clerical experience preferred. Experience with Microsoft Word, Excel and Access; or, any combination of experience and training which provided the required knowledge, skills and abilities.

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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