



COUNTY OF LEBANON

Job Announcement

Posting Date: January 18, 2023

Position:	Secretary D
Department:	District Attorney's Office Room 11, Municipal Building 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	Mon. – Fri., 8:30AM to 4:30PM
Pay Grade:	5 (Court Related Non-Professionals' Union Pay Chart)
Salary Range:	\$970.7627 bi-weekly
Full-Time employee Benefits:	*Paid health, Vision, Prescription, *Paid Dental (2023), *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 for this position.**

➤ **Applications will be accepted through Wednesday, February 1, 2023.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of routine to moderately difficult clerical and secretarial tasks in the District Attorney's Office. Responsibilities include, but are not limited to, entering information from applications and criminal complaints into computer database; opening case files; preparing forms and labels; general clerical work; filing, answering telephone calls, responding to inquirers either by phone or in person, refers callers to appropriate persons and other duties as assigned by the District Attorney.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Must be able to work independently and complete all work in a timely and accurate manner. Must be able to communicate well with others and work cooperatively with many different departments, including police, probation, and Court Administration. Must work with computer programs, including Microsoft Word, and Excel. Must have accurate typing skills. Criminal Justice experience or education preferred.

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

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