



COUNTY OF LEBANON

Job Announcement

Posting Date: July 29, 2022

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:	\$958.7760 Biweekly
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 Friday, August 19, 2022.**

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:	
Scan and email your application and resume directly to: Email: Apply@lebcenty.org	Mail: ATTN: Leeanne Shank, Human Resources Assistant Room 200 400 S. 8th Street, Lebanon, PA 17042
	Fax: (717) 675-2268

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