

COUNTY OF LEBANON

Job Announcement

Posting Date: January 5, 2021

Position:	Secretary D
Department:	Public Defender Room 122 Municipal Building 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately – 2 Positions Available
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:	\$944.6080 biweekly,

➤ A County of Lebanon Application must be completed for consideration for this position.

➤ Applications will be accepted through **Tuesday, January 19, 2021.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of routine to moderately difficult clerical and secretarial tasks in the Public Defender'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; transcribing dictation; responding to inquiries by telephone, e-mail and in person; referring callers to appropriate persons and agencies; scheduling of appointments and court appearances; accurately recording and transferring information; demonstrating an ongoing ability to multitask; answering incoming calls, determining the purpose of call and handling appropriate transfers and message taking; an attention to detail, following tasks through to completion despite multiple distractions/interruptions; use of established forms and creation of templates as needed; an ability to work independently and complete work in a timely and accurate manner; an ability to communicate well with others and work cooperatively with a wide variety of individuals and agencies.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Completion of standard high school courses, including or supplemented by course in typing and/or computers; must work with computer programs including, but not limited to, Microsoft Word, Outlook, and Excel. Must have accurate typing skills. Criminal Justice experience or education preferred, knowledge and understanding of the legal process preferred. Recent employment in a law practice considered helpful. Paralegal experience, education or training preferred.

An Equal Employment Opportunity Employer

Application and resume submission options:

1. Scan and email your application and resume directly to:
Leeanne Shank, Human Resources Assistant
Email: LShank@lebcnty.org

2. Mail:
ATTN: Leeanne Shank, Human Resources Assistant
Room 200
400 S. 8th Street,
Lebanon, PA 17042

3. Fax: (717) 274-8094

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