



# COUNTY OF LEBANON

## Job Announcement

Posting Date: October 16, 2024

<b>Position:</b>	Office Support 1
<b>Department:</b>	Lebanon County Correctional Facility 730 E. Walnut Street Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	Monday through Friday, 8:30am – 4:30pm
<b>Pay Grade:</b>	NU 7 (Non-union pay chart)
<b>Salary Range:</b>	\$982.3414 Bi-weekly
<b>Full-Time employee Benefits:</b>	<b>*Paid</b> health, Vision, Prescription, and Dental insurance <b>*Paid</b> Life insurance <b>*Paid</b> Holidays <b>*Paid</b> -time-off <b>*Pension</b> retirement plan <i>Optional benefits:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

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

*Resume is recommended, however, is optional unless otherwise stated below.*

➤ **Applications will be accepted through November 6, 2024.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

This position primarily consists of filing, recording and computing inmate records as directed by the Records Chief and/or designated administrative staff. The use of a computer, calculator and/or additional equipment shall be required for performing the necessary clerical tasks involving this position. Excellent and professional communication skills are required in networking with other criminal justice related agencies, as well as the public. Ability to maintain confidential legal records and properly interpret court documents and orders. Ability to successfully function in a high-paced correctional environment while performing the required tasks expected of this position. The successful candidate shall be trainable and possess the ability to process constructive performance reviews during their respective orientation.

### **MINIMUM EXPERIENCE AND REQUIREMENTS:**

Successful completion of a standard High School or High School equivalency program. Ability to type and working knowledge using a computer and its operating systems; working knowledge of Microsoft WORD and EXCEL preferred. Legal records experience and knowledge or previous training in the Offender Management System (OMS) regarding inmate records preferred, but not mandatory. Or any equivalent combination of experience regarding records training which exhibits skills or the required knowledge to function in this clerical position as described. A clear criminal history is required for this position.

### **Application and resume submission options:**

**Scan and email your application and resume directly to:**  
Human Resources  
**Email:** [Apply@lebanoncountypa.gov](mailto:Apply@lebanoncountypa.gov)

#### **Mail:**

ATTN: Lebanon County Human Resources  
Room 200  
400 S. 8th Street,  
Lebanon, PA 17042

**Fax:** (717) 675-2668

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