



# County of Lebanon

## Job Announcement

Posting Date: November 26, 2024

<b>Position:</b>	Admin Assistant 1
<b>Department:</b>	Domestic Relations Section Municipal Building, Room 202 400 S. 8 <sup>th</sup> Street Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	8:00AM-4:30PM, Monday-Friday
<b>Pay Grade:</b>	9 (Non-union Pay Chart)
<b>Salary Range:</b>	\$1,216.30 biweekly ( <b>Non-negotiable</b> )
<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 Tuesday, December 10, 2024.**

**BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

The AA1 receives and fields questions from clients and attorneys at reception desk or telephone. Screens clients for filing petitions or enforcement issues and ensures a meeting with the correct officer. The AA1 schedules appointments for the officers. Explains forms, proceedings, requirements and in general, the support process. This position may also be responsible for receiving and receiving support payments from clients and maintaining a balanced cash drawer. This position may provide direct support to the Fiscal Administration. Assist Office Support 2 with mathematical adjustments to case balances, interprets court orders to perform account adjustments, and other duties as assigned. Must follow and understand child support rules and regulations.

**MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must complete a 2-week training course with PACSETI and an in-house training program, and any other training required by PACSETI.

Application and resume submission options:	
<b>Scan and email your application and resume directly to Human Resources:</b> Email: <a href="mailto:Apply@lebanoncountypa.gov">Apply@lebanoncountypa.gov</a>	<b>Mail:</b> ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042
	<b>Fax:</b> (717) 675-2668

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