



COUNTY OF LEBANON

Job Announcement

Posting Date: August 4, 2026

Position:	Secretary D
Department:	Public Defender's Office Room 122, Municipal Building 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	8:30AM- 4:30PM, Monday through Friday
Pay Grade:	5 (Court Related Non-Professionals' Union Pay Chart)
Salary Range:	\$1,220.3545 bi-weekly
Full-Time Employee Benefits:	100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

A County of Lebanon Application MUST be completed for consideration for this position. Resume is recommended, however, is optional unless otherwise stated below.

➤ Applications will be accepted through Tuesday, September 1, 2026.

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 be able to type with speed and accuracy; must work with computer programs including, but not limited to, Microsoft Word, Outlook, and Excel. Ability to read, write, speak, and understand the English language. Criminal Justice experience or education preferred, knowledge and understanding of the legal process preferred. Recent employment in a law practice is considered helpful. Paralegal experience, education or training preferred. Experience working in a professional environment is preferred.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources → Apply@lebanoncountypa.gov
2. Mail to → 400 S. 8 th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

*****An Equal Employment Opportunity Employer*****