

COUNTY OF LEBANON

Job Announcement

Posting Date: November 9, 2023

Position:	Administrative Assistant
Department:	District Attorney Room 11, Municipal Building 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamster's Local 429
Hours:	8:30AM-4:30PM, Monday-Friday; however, hours of work are at the discretion of the District Attorney.
Pay Grade:	8 (Court Related Non-Professionals' Union pay chart)
Salary Range:	\$1,186.0380 Bi-weekly
Full-Time employee Benefits:	*Paid health, Vision, Prescription, *Paid Dental, *Paid Life insurance, *Paid Holidays, *Paid -time-off, *Pension retirement plan ----- <i>Additional Optional plans:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet Insurance Plans.

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through OPEN.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position involves administrative and secretarial duties for the Lebanon County Assistant District Attorneys. This position may include, but is not limited to, the following responsibilities: drafting/preparing legal documents (correspondence, memoranda, pleadings and dictation tapes); maintaining the schedule for the District Attorney and Assistant District Attorneys; sorting/distributing mail/documents and preparation of the mail log; assisting with docketing of items in the Clerk of Courts office; updating library material; compiling information, direction of unrepresented defendants to the appropriate Magisterial District Judge, and updating police officers and District Attorney staff on status of cases; interaction with unrepresented defendants and Defense Attorneys; collection and filing of appropriate forms; and notifying the Judge of missing forms; assisting at the monthly Criminal Call of the List, and other duties as assigned by the District Attorney.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

correspondence: have a high school diploma or equivalent; experience in the Criminal Justice System is required, preferably in a District Attorney's office; excellent knowledge of personal computers, including Microsoft Word and Excel; customer service experience, with an emphasis on heavy contact with both the general public and all levels of professionals, both face-to-face, by telephone and through correspondence; excellent organizational skills, ability to multi-task in a time sensitive position, and experience in supervisory position is preferred.

Application and resume submission options:

Scan and email your application and resume directly to:

Human Resources

Email: apply@lebanoncountypa.gov

Mail:

ATTN: Lebanon County Human Resources

Room 200

400 S. 8th Street,

Lebanon, PA 17042

Fax: 17) 274-8094

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