



COUNTY OF LEBANON

Job Announcement

Posting Date: July 16, 2024

Position:	Office Support 2
Department:	Probation Services 508 Oak Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	NONE
Hours:	8:30AM- 5:00PM, Monday through Friday
Pay Grade:	NU8 (Non-Union salary chart)
Salary Range:	\$1,131.4446 Biweekly
Full-Time employee Benefits:	*Paid Health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension 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, July 30, 2024.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position involves responsibility for administrative and secretarial duties in the Office of the Probation Services Department. This is an extremely time sensitive position and requires someone who can handle an immense number of documents and files within a limited time frame. The position requires understanding, recognizing, collecting, and controlling vast amounts of information, including but not limited to discovery; important data input; correspondence and preparation of Criminal Information's. Must deal extensively with Court related personnel, defense counsel and the public. Must be extremely detail oriented and precise. Must be able to accurately input information and prepare Criminal Information's and reports using Microsoft Word and Excel and complete other duties as assigned by Department Head and/or your supervisor.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Must have an excellent knowledge of computers, including Microsoft Word and Excel. Must have excellent organizational skills. Must have good interpersonal skills and be able to work in a time sensitive position. Completion of a standard high school course required, college courses or other classes in criminal justice recommended.

Requirement for employment:

Candidates must be fingerprinted and undergo a criminal background investigation.

Application and resume submission options:

1. Scan and email your application and resume directly to: Human Resources Email: Apply@lebanoncountypa.gov	Mail: ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042 Fax: (717) 675-2668
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