



COUNTY OF LEBANON

Job Announcement

Posting Date: September 30, 2026

Position:	Secretary B
Department:	District Attorney's Office Room 11, Municipal Building 400 South 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	Approx. 8:30 AM to 4:30 PM, Monday through Friday
Pay Grade:	7 (Court-Related Non-Professionals' Bargaining Unit Pay Chart)
Salary Range:	\$1,364.1559 Bi-weekly / \$19.4978 HR.
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.*

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position involves responsibility for administrative and secretarial duties in the Office of the District Attorney. This is an extremely time sensitive position and requires someone who can handle immense numbers 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 receiving/processing/requesting criminal histories including completing history background check requests; calculating Prior Record Scores ranges for each charge on the criminal complaint; contact person for ICE; request any in/out of county/state certified documents as needed; help with various court proceedings; entering of information into database system; scanning of closed files and other duties as assigned by the District Attorney.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Experience with the criminal justice system is required. Must have an excellent knowledge of personal computer, including Microsoft Word and Excel—and the ability to learn to use CRM. Must have excellent organizational skills. Must have good interpersonal skills and be able to work in a time sensitive position. Must be able to use the Microsoft computer programs and type with speed and accuracy. Three to four years legal secretarial experience. Paralegal, college courses or other classes in criminal justice preferred but not required; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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

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