



COUNTY OF LEBANON

Job Announcement

Posting Date: July 19, 2024

Position:	Part Time Office Support 1
Department:	Voter Registration Room 209, Municipal Building 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Hours:	Approx. 8:30AM- 4:30PM, between Monday through Friday ↳ Hours of work are at the discretion of the Chief Clerk of Voter Registration
Pay Grade:	Grade 7(Non-Union Salary Chart)
Salary Range:	\$14.0334/hour

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Friday, August 16, 2024.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position combines both office clerical duties and warehouse and equipment management. Office Support 1 duties include answering phones and counter questions, data entry, sorting and filing, and other basic office related tasks. These tasks comprise approximately 80% of the yearly work activities. The second portion of this position includes maintenance and setup of the voting equipment, scheduling and coordination of delivery and pick up of the election equipment for each election, and inventory of all voting equipment and supplies. This portion of the job includes extra paid hours during the two election cycles each year preparing and maintaining the equipment for each election. Combined, the part time position will work normally in the office and independently in the warehouse under the direction of the Director of Elections/Voter Registration. The applicant should be detailed and deadline oriented and have the ability to lift at least 35 pounds.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

The applicant must have a valid PA driver's license. A high school diploma or equivalent and a background check will be required for this position as it deals with the safeguard of election equipment. Must be proficient using Microsoft office and similar computer products.

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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