



COUNTY OF LEBANON

Job Announcement

Posting Date: November 26, 2024

Position:	Office Support 2
Department:	Domestic Relations Office Municipal Building, Room 202 400 S. 8th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Mon. – Fri., 8:00AM to 4:30PM
Pay Grade:	NU 8 (Non-union pay chart)
Salary Range:	\$1,131.4446 bi-weekly (non-negotiable)
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, December 10, 2024.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position includes but is not limited to processing of support and enforcement petitions, income attachments and routine clerical, typing and telephone/email tasks. Prepare files and documents for various hearings. Responsible for mathematically proving the adjustments to case balances caused by entering or modifying a support order. Perform work on a computer utilizing several systems as well as the use of the electronic imaging system. Position may require attendance at court hearings and include swearing in of parties. Other duties as assigned by the Department Head.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Good knowledge of office terminology, procedures, and office equipment. Ability to type with speed and accuracy. Ability to operate a computer terminal. Completion of a standard high school course supplemented with business courses; or any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.

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: (717) 675-2668

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