COUNTY OF LEBANON

Job Announcement

Position:	Full-Time Central Booking Agent
Department:	District Attorney - Central Booking Room 27 Municipal Building 400 S. 8th Street
Available:	January 1, 2027
Bargaining Unit:	NONE
Hours:	24-hour facility-Variable Hours *Days, evenings, nights, weekends, Holidays*
Pay Grade:	9 (Non-union/Non-Exempt Pay Chart)
Salary Range:	$17.70 per hour
Full-Time Employee Benefits:	***Paid** health, Vision, Prescription, and Dental insurance ***Paid** Life insurance ***Paid** Holidays ***Paid**-time-off *Pension retirement plan *Deferred Compensation plan, Employee Assistance Program, Employee Wellness Program! *Optional Employee Paid Benefits:* Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer.

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:

The District Attorney's Office has an opening for a Central Booking Agent. This position supports law enforcement agencies in processing individuals accused of criminal offenses. Produces photographs by utilizing digital equipment. Obtains fingerprints by utilizing automated fingerprint system or ink. Prepares and assists with all types of arraignments. Conduct criminal history and drivers' license checks. Assists all local, state, and federal law enforcement agencies, county District Justices and out of county law enforcement agencies.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

High school diploma or equivalent. Some law enforcement experience is recommended but not required. Clean police record.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources ➔ Apply@lebanoncountypa.gov
2. Mail to ➔ 400 S. 8th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to ➔ (717) 675-2668 ATTN: Human Resources

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