



County of Lebanon

Job Announcement

Posting Date: September 27, 2024

Position:	Secretary D
Department:	Public Defender's Office Room 122, Municipal Building 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	8:30AM- 4:30PM, Monday through Friday
Pay Grade:	5 (Court Related Non-Professionals' Union Pay Chart)
Salary Range:	\$1,180.7627 bi-weekly
Full-time Employee Benefits:	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid -time-off *Pension retirement plan <u>Optional benefits:</u> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

- **A County of Lebanon Application must be submitted for consideration**
- **Applications will be accepted through OPEN.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of routine to moderately difficult clerical and secretarial tasks in the Public Defender's Office. Responsibilities include, but are not limited to: entering information from applications and criminal complaints into computer database; opening case files; preparing forms and labels; general clerical work; transcribing dictation; responding to inquiries by telephone, e-mail and in person; referring callers to appropriate persons and agencies; scheduling of appointments and court appearances; accurately recording and transferring information; demonstrating an ongoing ability to multitask; answering incoming calls, determining the purpose of call and handling appropriate transfers and message taking; an attention to detail, following tasks through to completion despite multiple distractions/interruptions; use of established forms and creation of templates as needed; an ability to work independently and complete work in a timely and accurate manner; an ability to communicate well with others and work cooperatively with a wide variety of individuals and agencies.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Completion of standard high school courses, including or supplemented by course in typing and/or computers; must be able to type with speed and accuracy; must work with computer programs including, but not limited to, Microsoft Word, Outlook, and Excel. Ability to read, write, speak, and understand the English language. Criminal Justice experience or education preferred, knowledge and understanding of the legal process preferred. Recent employment in a law practice considered helpful. Paralegal experience, education or training preferred. Experience working in a professional environment is preferred.

Application and resume submission options:

1. Scan and email your application and resume directly to: Human Resources Email: apply@lebanoncountypa.gov	2. Mail: ATTN: Lebanon County Human Resources Room 200 400 S. 8th Street, Lebanon, PA 17042
	2. Fax: (717) 675-2668

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