



County of Lebanon

Job Announcement

Posting Date: July 29, 2024

Position:	Secretary C
Department:	District Attorney's Office Room 11, Municipal Building 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamster's Local 429
Hours:	8:30AM-4:30PM, Monday through Friday; however, hours of work are at the discretion of the District Attorney
Pay Grade:	Grade 6 (Court Related Non-Professionals Pay Chart)
Salary Range:	\$1,248.9102 Biweekly
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 OPEN.**

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 an immense number 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 discovery; important data input; correspondence and preparation of Criminal Information's. Must deal extensively with Court related personnel, defense counsel and the public. Must be extremely detail oriented and precise. Must be able to accurately input information and prepare Criminal Information's and reports using Microsoft Word and Excel and complete other duties as assigned by the District Attorney and/or your supervisor.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Experience with the Criminal Justice system is required. Must have an excellent knowledge of personal computers, including Microsoft Word and Excel. Must have excellent organizational skills. Must have good interpersonal skills and be able to work in a time sensitive position. Completion of a standard high school course required, college courses or other classes in criminal justice recommended.

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
---	--

An Equal Employment Opportunity Employer