



COUNTY OF LEBANON

Job Announcement

Posting Date: July 16, 2026

Position:	Training Supervisor
Department:	Domestic Relations Section Municipal Building, Room 202 400 S. 8th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	8:00AM-4:30PM, Monday-Friday
Pay Grade:	NE 11-1
Salary Range:	\$20.45 Hr. (Non-Union/Non-Exempt Salary Chart)
Full-Time Employee Benefits:	100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

A County of Lebanon Application MUST be completed for consideration for this position. Resume is recommended, however, is optional unless otherwise stated below.

➤ Applications will be accepted through Thursday, July 30, 2026

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position supports the Training Administrator by helping supervise Office Support 2 staff, ensuring accuracy and timely completion of clerical and docketing work, assisting with training procedures, and participating in disciplinary discussions. Duties include training new hires on case processing, enforcement procedures, forms, and client communication; answering staff questions; assisting with difficult clients; and providing coverage during short-staffing. The role also prepares and organizes court files, processes attorney filings and bench warrants on an as needed basis. They also help maintain records, scan and research documents, and works closely with the Staff Attorney on hearing readiness. Additional responsibilities include generating system forms, locating clients, and performing other tasks as assigned.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Associate's degree from college or technical school; or six months related experience and/or training; or equivalent combination of education and experience. Must complete a 2-week training course with PACSETI and an in-house training program, and any other training required by PACSETI.

APPLICATION AND RESUME SUBMISSION OPTIONS:

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

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