



COUNTY OF LEBANON

Job Announcement

Posting Date: March 19, 2025

Position:	Office Support 2 (Medical Secretary)
Department:	Renova Center 25 Metro Drive Lebanon, Pa 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Monday – Friday, 8:00AM to 4:30 PM
Pay Grade:	8 (Non-union pay chart)
Salary Range:	\$1,154.0735 Bi-Weekly
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, and Employee Wellness Program! <i>Optional Employee Paid Benefits:</i> Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer, and Pet Insurance.

➤ **A County of Lebanon Application must be submitted for consideration**

➤ **Applications will be accepted through Wednesday, April 2, 2025.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Must record medical charts, reports and correspondence as directed. Performs receptionist duties such as answering phones, scheduling appointments, greet, and direct visitors. Must be able to operate office equipment such as voice mail messaging system and the use of word processing, spreadsheets and other software applications to prepare reports, letters and medical records, etc. Must be able to complete insurance forms and other claim forms as needed. Must be able to transcribe dictation and transmit correspondence by mail, email and fax. Perform various record keeping duties as assigned.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Must possess basic office skills and knowledge of medical terminology. Ability to type with speed and accuracy. Ability to understand and operate computer programs such as Microsoft Word, Excel, etc. Completion of standard high school courses, and a degree as a Medical Secretary is preferred 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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