



COUNTY OF LEBANON

Job Announcement

Posting Date: November 26, 2024

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| Position: | Clerk Typist A |
| Department: | Lebanon County Sheriff's Office 400 South 8th St. Rm. 3 Lebanon, PA 17042 |
| Available: | Immediately |
| Bargaining Unit: | Teamster's #429 |
| Hours: | 8:00AM to 4:30PM, Monday-Friday |
| Pay Grade: | 4-1 CRNP Union Salary Chart |
| Salary Range: | \$1,277.3474 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 Tuesday, December 3, 2024.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Serves as office receptionist, checks in and assists visitors to the Sheriff's Office, answers and directs telephone calls, responds to inquiries, refers callers to appropriate persons, as well as other duties as assigned by the Sheriff. Performs a variety of routine to moderately difficult clerical and typing tasks. Types and completes forms, letters, legal orders, affidavits, schedules, invoices, and similar materials. Organizes and maintains files and other records. Compiles data and may compute and verify figures for the preparation of reports. Performs a variety of other clerical duties such as ordering office supplies and receiving and sorting mail. Operates a copier, computer terminal, calculator, fax and other office machines as necessary.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Good knowledge of office terminology, procedures and office equipment, ability to type with speed and accuracy and operate a computer. Completion of standard high school courses, supplemented with business courses; or any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities. Working knowledge of both Microsoft Word and Excel applications and the Penna. Instant Check System. (PICS).

| Application and resume submission options: | |
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| 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 |
| | 3.Fax: (717) 675-2668 |

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