

COUNTY OF LEBANON

Job Announcement

Posting Date: March 12, 2019

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| <i>Position:</i> | Casual Part-Time Maintenance |
| <i>Department:</i> | Voter Registration Municipal Building, Room 209 400 S. 8th Street Lebanon, PA 17042 |
| <i>Available:</i> | Immediately |
| <i>Bargaining Unit:</i> | None |
| <i>Hours:</i> | Seasonal – 35 hours per week for 30 weeks (Election cycle) |
| <i>Pay Grade:</i> | 7 (Non-union pay chart) |
| <i>Salary Range:</i> | \$12.97 HR. |

- **A *County of Lebanon* Application must be submitted for consideration**
 - *Resume is recommended, however, is optional unless otherwise stated below*
- **Applications will be accepted through Tuesday, March 26, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The duties of this position include the maintenance and setup of the voting equipment, scheduling and coordination of delivery and pick up of the election equipment for each election, and inventory of all voting equipment and supplies. This seasonal position works around 30 weeks during the two election cycles each year preparing and maintaining the equipment for each election. This part time position will work independently in the warehouse under the direction of the Director of Elections/Voter Registration. The applicant should be detailed and deadline oriented and have the ability to lift 35 pounds.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

The applicant must have a valid PA driver's license. A high school diploma or equivalent and a background check will be required for this position as it deals with the safeguard of election equipment. Experience working in a warehouse environment is preferred but not required.

An Equal Employment Opportunity Employer

COUNTY GOVERNMENT EMPLOYEES MAY CONTACT:

Leeanne Shank
Human Resources Assistant
Room 200, Municipal Bldg
400 S. 8th Street
Lebanon, PA 17042
LShank@lebcnty.org

NON-COUNTY EMPLOYEES MAY CONTACT:

CareerLink
Attn: Ms. Doan Barefield, Program Supervisor
243 Schneider Drive
Lebanon, PA 17046
Ph. 717-274-2554, ext. 138
dbarefield@pa.gov