

COUNTY OF LEBANON

Job Announcement

Posting Date: January 10, 2019

<i>Position:</i>	General Clerk C
<i>Department:</i>	Lebanon County Correctional Facility 730 E. Walnut Street Lebanon, PA 17042
<i>Available:</i>	Immediately
<i>Bargaining Unit:</i>	None
<i>Hours:</i>	Monday through Friday, 8:30am – 4:30pm
<i>Pay Grade:</i>	Grade 4 (Non-union pay chart)
<i>Salary Range:</i>	\$730.67 Bi-weekly

- **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 Thursday, January 24, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of non-routine clerical and typing tasks within the administration department of the Lebanon County Correctional Facility. Indexes, records and maintains files. Operates a variety of office machines including a computer terminal, calculator and typewriter. This position calls for the exercise of judgment in the application of prescribed procedures and methods to routine matters. May perform some clerical accounting tasks, including but not limited to, inmate medical billing, work release inmate payroll/deductions, inmate cost recovery program and disciplinary hearing clerk, as well as other duties as assigned by the Warden and other Administrative Staff.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Proficient knowledge of office terminology, procedures, equipment and business arithmetic. Some experience in the clerical field and completion of a standard high school course supplemented with typing. Ability to operate a computer terminal (PC and mainframe) and understand its operating programs, or any combination of experience and training which provides the required knowledge, skills and abilities.

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:

www.lebcounty.org or:
CareerLink
Attn: Doan Barefield, Program Supervisor
243 Schneider Dr.
Lebanon, PA 17046
Ph: 274-2554