

# COUNTY OF LEBANON

## Job Announcement

POSTING DATE: January 29, 2019

<b>Position:</b>	<b>Part-time Door Monitor</b>
<b>Department:</b>	<b>Building Security 400 South 8<sup>th</sup> Street Lebanon, PA 17042</b>
<b>Available:</b>	<b>Immediately</b>
<b>Bargaining Unit:</b>	<b>NONE</b>
<b>Hours:</b>	<b>Part-time variable hours; with working hours between 7:30AM to 5PM, Monday-Friday, with the availability to work some additional evening hours if necessary</b>
<b>Pay Grade:</b>	<b>4 (non-union pay chart)</b>
<b>Salary Range:</b>	<b>\$10.4369 per hour</b>

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Tuesday, February 12, 2019.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

This is a security position, which involves, but is not limited to the following duties/responsibilities: Stand at assigned post- fixed or roving, until relieved; maintains associated logs; receives and documents reports of extraordinary events, and relays those issues to proper authorities; monitors access and performs limited searches of individuals coming into the Municipal Building; secures prohibited items in safety until the owner of such items leaves the building; greets and directs County staff and visitors to proper locations; dismisses or reports unauthorized persons to law-enforcement agencies, in accordance with County ordinance and policy; operates authorized electronic, electrical, and electro-mechanical security devices, in accordance with County ordinances, Department policy, and standard operating procedure; interprets output and acts in accordance with established policy; summons emergency assistance for staff and visitors in distress; summons proper authorities in the occurrence of unusual events; assists in carrying out emergency drills and responding to extraordinary events; monitors system enunciators. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Ability to use hands to finger, handle, or feel; reach with hands and arms, stand, walk, stoop, and bend, lifts and/or moves up to 10 pounds.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

High school diploma or general education degree (GED); and one to three months' experience in security field or related experience and/or training; or equivalent combination of education and experience. Knowledge of applicable statutes, ordinances, rules, regulations and policies. Background/training in emergency evacuation signals, emergency routes, alarms and enunciators.

***An Equal Employment Opportunity Employer***

#### **COUNTY GOVERNMENT EMPLOYEES MAY CONTACT:**

Leeanne Shank  
Human Resources Assistant  
Room 200, Municipal Bldg  
400 S. 8<sup>th</sup> Street  
Lebanon, PA 17042  
[LShank@lebctny.org](mailto:LShank@lebctny.org)

#### **NON-COUNTY EMPLOYEES MAY CONTACT:**

[www.lebcounty.org](http://www.lebcounty.org) or:  
CareerLink  
Attn: Doan Barefield, Program Supervisor  
243 Schneider Dr.  
Lebanon, PA 17046  
Ph: 274-2554