

COUNTY OF LEBANON

Job Announcement

Posting Date: January 9, 2019

Position:	PT Receptionist
Department:	Community Action Partnership 503 Oak Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	NONE
Hours:	15 hours per week
Pay Grade:	4 (Non-union pay chart)
Salary Range:	\$10.44 per hour

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Wednesday, January 23, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The primary purpose of this position is to answer phones, greet consumers in the lobby, and to direct foot traffic. Must be knowledgeable about the programs offered by Community Action Partnership and the eligibility requirements. Must be knowledgeable of the various agencies in the community and the services they offer. This position provides assistance, when needed, in scheduling MATP appointments and/or housing appointments for consumers, as well as making referrals to other organizations/agencies when needed. Must be able to operate a computer, copy machine, phone, and fax machine. Performs other duties as assigned by the CAP Administrator.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Individuals applying for this position must have a high school diploma or equivalent. Candidates must be organized, flexible regarding scheduling, have the ability to multi-task and have the ability to successfully communicate, both verbally and in written formats. Candidates must have experience working with computers, and experience in the Social Services area is beneficial.

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