

COUNTY OF LEBANON

Job Announcement

Posting Date: June 5, 2019

Position:	Part-Time Secretary D
Department:	Public Defender Room 122 Municipal Building 400 S. 8 th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	Part-time variable hours; with working hours between 8:30AM to 4:30PM, Monday-Friday
Pay Grade:	5 (Court Related Non-Professionals' Union Pay Chart)
Salary Range:	\$13.0664 HR

➤ A County of Lebanon Application must be completed for consideration for this position.

➤ Applications will be accepted through Wednesday, June 19, 2019.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of routine to moderately difficult clerical and secretarial tasks in the Public Defender's Office. Responsibilities include, but are not limited to, entering information from applications and criminal complaints into computer database; opening case files; preparing forms and labels; general clerical work; transcribing dictation; responding to inquiries by telephone, e-mail and in person; referring callers to appropriate persons and agencies; scheduling of appointments and court appearances; accurately recording and transferring information; demonstrating an ongoing ability to multitask; answering incoming calls, determining the purpose of call and handling appropriate transfers and message taking; an attention to detail, following tasks through to completion despite multiple distractions/interruptions; use of established forms and creation of templates as needed; an ability to work independently and complete work in a timely and accurate manner; an ability to communicate well with others and work cooperatively with a wide variety of individuals and agencies.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Completion of standard high school courses, including or supplemented by course in typing and/or computers; must work with computer programs including, but not limited to, Microsoft Word, Outlook, and Excel. Must have accurate typing skills. Criminal Justice experience or education preferred, knowledge and understanding of the legal process preferred. Recent employment in a law practice considered helpful. Paralegal experience, education or training preferred. Knowledge of and/or ability to speak Spanish is a plus, but not required.

An Equal Employment Opportunity Employer

ALL APPLICANTS MAY CONTACT:

Leeanne Shank
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