

# COUNTY OF LEBANON

## Job Announcement

Posting Date: February 7, 2019

<b>Position:</b>	Secretary D
<b>Department:</b>	District Attorney's Office Room 11, Municipal Building 400 S. 8 <sup>th</sup> Street Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	Teamsters Local 429
<b>Hours:</b>	Mon. – Fri., 8:30AM to 4:30PM
<b>Pay Grade:</b>	5 (Court Related Non-Professionals' Union Pay Chart)
<b>Salary Range:</b>	\$914.8410 Biweekly

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

➤ Applications will be accepted through **Thursday, February 21, 2019.**

### BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of routine to moderately difficult clerical and secretarial tasks in the District Attorney'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; filing, answering telephone calls, responding to inquirers either by phone or in person, refers callers to appropriate persons and other duties as assigned by the District Attorney.

### MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Must be able to work independently and complete all work in a timely and accurate manner. Must be able to communicate well with others and work cooperatively with many different departments, including police, probation, and Court Administration. Must work with computer programs, including Microsoft Word, and Excel. Must have accurate typing skills. Criminal Justice experience or education preferred.

***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@lebcounty.org](mailto:LShank@lebcounty.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