



COUNTY OF LEBANON

Job Announcement

Posting Date: August 15, 2025

Position:	Administrative Assistant 2
Department:	Domestic Relations Office Municipal Building, Room 202 400 S. 8 th Street, Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Approx. 8:00AM- 4:30PM, Monday through Friday
Pay Grade:	NU10 (Non-Union pay chart)
Salary Range:	\$1,333.6722 Bi-weekly (non-negotiable)
Full-Time employee Benefits:	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid -time-off *Pension retirement plan *Deferred Compensation plan, Employee Assistance Program, and Employee Wellness Program! <i>Optional Employee Paid Benefits:</i> Whole Life, Short Term Disability, Critical Illness, Accident, & Cancer, and Pet Insurance.

A County of Lebanon Application must be completed for consideration for this position. Resume is recommended, however, is optional unless otherwise stated below.

➤ **Applications will be accepted through Friday, August 29, 2025.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position involves enforcement and locate work in the Domestic Relations Office to include, but not limited to, serving complaints for support in the office, assisting with locating defendants, enforcing support orders with Conference Officers, meeting with clients that are ordered to appear with work search orders, reminder calls to clients, and other duties as assigned by the Admin. Staff and/or the Director. The position will require attendance in court and in hearings as needed. The individual should be well organized and have good communication skills.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

The qualified candidate must have a valid Pennsylvania driver's license and must be able to travel as needed to other county offices. A high school diploma is required, an Associate's Degree is preferred but not required if the candidate has at least three (3) years' experience working in child support. Candidate must be able to work independently and have the ability to work cooperatively with other departments including court administration, sheriff's office, and LCCF. Must have knowledge of Microsoft Word and Excel and have accurate typing skills.

Application and resume submission options:	
1. Scan and email your application and resume directly to Human Resources: Email: Apply@lebanoncountypa.gov	2. Mail: ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042
	3. Fax: (717) 675-2668

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