



# COUNTY OF LEBANON

## Job Announcement

Posting Date: January 15, 2026

<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>	Approx. 8:30AM- 4:30PM, Monday through Friday
<b>Pay Grade:</b>	5 (Court Related Non-Professionals' Union Pay Chart)
<b>Salary Range:</b>	<b>\$1,220.3545 Bi-weekly \$17.4336/HR</b>
<b>Full-Time Employee Benefits:</b>	<p><b>100% Employer PAID Benefits</b> ➔ Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off.</p> <p><b>Additional Benefits</b> ➔ Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program.</p> <p><b>Voluntary Benefits</b> ➔ Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.</p>

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

### **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.

### **APPLICATION AND RESUME SUBMISSION OPTIONS:**

1. Email directly to Human Resources ➔ [Apply@lebanoncountypa.gov](mailto:Apply@lebanoncountypa.gov)
2. Mail to ➔ 400 S. 8<sup>th</sup> Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to ➔ (717) 675-2668 ATTN: Human Resources

***\*\*An Equal Employment Opportunity Employer\*\****