



COUNTY OF LEBANON

Job Announcement

Posting Date: May 13, 2026

Position:	Office Support 2
Department:	Domestic Relations Office Municipal Building, Room 202 400 S. 8th Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Mon. – Fri., 8:00AM to 4:30PM
Pay Grade:	NU 8 (Non-union/Non-Exempt pay chart)
Salary Range:	\$1,234.50 bi-weekly (non-negotiable)
Full-Time Employee Benefits:	100% Employer PAID Benefits → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. Additional Benefits → 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. Voluntary Benefits → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer 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 Wednesday, May 27, 2026.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position includes but is not limited to processing of support and enforcement petitions, income attachments and routine clerical, typing and telephone/email tasks. Prepare files and documents for various hearings. Responsible for mathematically proving the adjustments to case balances caused by entering or modifying a support order. Perform work on a computer utilizing several systems as well as the use of the electronic imaging system. Position may require attendance at court hearings and include swearing in of parties. Other duties as assigned by the Department Head.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Good knowledge of office terminology, procedures, and office equipment. Ability to type with speed and accuracy. Ability to operate a computer terminal. Completion of a standard high school course supplemented with business courses; or any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Human Resources → Apply@lebanoncountypa.gov
2. Mail to → 400 S. 8 th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

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