



COUNTY OF LEBANON

Job Announcement

Posting Date: August 19, 2025

Position:	Office Support 1
Department:	Lebanon County Correctional Facility 730 E. Walnut Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Monday through Friday, 8:30am – 4:30pm
Pay Grade:	NU 7 (Non-union pay chart)
Salary Range:	\$1,001.9882 Bi-weekly
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.**

Resume is recommended, however, is optional unless otherwise stated below.

➤ **Applications will be accepted through Tuesday, September 2, 2025.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position primarily consists of filing, recording and computing inmate records as directed by the Records Chief and/or designated administrative staff. The use of a computer, calculator and/or additional equipment shall be required for performing the necessary clerical tasks involving this position. Excellent and professional communication skills are required in networking with other criminal justice related agencies, as well as the public. Ability to maintain confidential legal records and properly interpret court documents and orders. An ability to successfully function in a high-paced correctional environment while performing the required tasks expected of this position. The successful candidate shall be trainable and possess the ability to process constructive performance reviews during their respective orientation.

MINIMUM EXPERIENCE AND REQUIREMENTS:

Successful completion of a standard High School or High School equivalency program. Ability to type and working knowledge using a computer and its operating systems; working knowledge of Microsoft WORD and EXCEL preferred. Legal records experience and knowledge or previous training in the Offender Management System (OMS) regarding inmate records preferred, but not mandatory. Or any equivalent combination of experience regarding records training which exhibits skills or the required knowledge to function in this clerical position as described. A clear criminal history is required for this position.

Application and resume submission options:

Scan and email your application and resume directly to:
Human Resources
Email: Apply@lebanoncountypa.gov

Mail:

ATTN: Lebanon County Human Resources
Room 200
400 S. 8th Street,
Lebanon, PA 17042

Fax: (717) 675-2668

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