



# COUNTY OF LEBANON

## Job Announcement

Posting Date: April 15, 2024

<b>Position:</b>	Full-Time Central Booking Agent
<b>Department:</b>	District Attorney - Central Booking Room 27 Municipal Building 400 S. 8 <sup>th</sup> Street
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	NONE
<b>Hours:</b>	24-hour facility-Variable Hours <i>Days, evenings, nights, weekends, Holidays</i>
<b>Pay Grade:</b>	8 (Non-union Pay Chart)
<b>Salary Range:</b>	\$15.0859 per hour
<b>Full-time Employee Benefits:</b>	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan <i>Optional benefits:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

➤ **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 OPEN.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

The District Attorney's Office has an opening for a Central Booking Agent. This position supports law enforcement agencies in processing individuals accused of criminal offenses. Produces photographs by utilizing digital equipment. Obtains fingerprints by utilizing automated fingerprint system or ink. Prepares and assists with all types of arraignments. Conduct criminal history and drivers' license checks. Assists all local, state, and federal law enforcement agencies, county District Justices and out of county law enforcement agencies.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

High school diploma or equivalent. Some law enforcement experience is recommended but not required. Clean police record.

#### **Application and resume submission options:**

1. Scan and email your application and resume directly to: Human Resources

Email: [Apply@lebanoncountypa.gov](mailto:Apply@lebanoncountypa.gov)

#### **Mail:**

ATTN: Lebanon County Human Resources

400 S. 8th Street, Room 200

Lebanon, PA 17042

Fax: (717) 675-2668

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