



COUNTY OF LEBANON

Job Announcement

Posting Date: December 29, 2025

Position:	Deputy
Department:	Voter Registration/Elections 400 S. 8th Street, Room 209 Lebanon, PA 17042
Available:	January 2026
Bargaining Unit:	None
Hours:	8:00AM- 5:00PM, Monday through Friday
Pay Grade:	Grade 12 (Non-Union/Non-Exempt Salary Pay Chart)
Salary Range:	\$1758.40 Bi-weekly
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 Monday, January 5, 2026.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This is a NON-POLITICAL position where neutrality and integrity in the conducting of both elections and personal conduct are essential. The position reports directly to the Director of the Bureau of Elections & Voter Registration. The position maintains the SURE voter registration system, including preparing, entering, and tracking reports and forms. The position carries management & public relations responsibilities with the authority and responsibility to act for the Chief Clerk/Director if necessary. Oversee and perform specialized clerical and administrative duties in the Voter Registration office and conduct of Elections. Responsibilities also include contact with the public, as well as contact with other bodies of local, county, and state government officials. The individual must be able to travel throughout the county to evaluate polling locations as well as other duties as assigned. The Deputy may also have responsibility for the following as needed: Campaign finance reporting, petition filing, supplies/inventory, poll worker recruitment, and record retention. Other duties are assigned to the Deputy as necessary by the Chief Clerk/Director. The Deputy is the backup for the Chief Clerk/Director.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

High School diploma is required. College degree or relevant work experience is strongly preferred. Previous office experience is required. Must have knowledge and experience with Microsoft Word and Excel, along with experience working on a PC. Must possess solid leadership and communication skills. Excellent organizational skills are essential.

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

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