



# COUNTY OF LEBANON

## Job Announcement

Posting Date: January 15, 2026

<b>Position:</b>	Office Support 1
<b>Department:</b>	Lebanon County Correctional Facility 730 E. Walnut Street Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	Approx. 8:30AM- 4:30PM, Monday through Friday
<b>Pay Grade:</b>	NE 7-1
<b>Salary Range:</b>	\$1,071.70 Bi-weekly \$15.31/HR
<b>Full-Time Employee Benefits:</b>	<b>100% Employer PAID Benefits →</b> Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. <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. <b>Voluntary Benefits →</b> 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 **Thursday, January 29, 2026.**

### **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. 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 TRAINING 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:**

1. Email directly to Human Resources → <a href="mailto:Apply@lebanoncountypa.gov">Apply@lebanoncountypa.gov</a>
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\*\****