



# COUNTY OF LEBANON

## Job Announcement

Posting Date: July 10, 2026

<b>Position:</b>	Alternative Disposition Specialist
<b>Department:</b>	Lebanon County District Attorney/Victim Witness Department 400 South 8th Street Room 402 Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	Teamster's Local 429
<b>Hours:</b>	8:30AM-4:30PM, Monday-Friday; however, hours of work are at the discretion of the District Attorney.
<b>Pay Grade:</b>	8 (Court Related Non-Professionals' Union pay chart)
<b>Salary Range:</b>	\$1,442.0699 Bi-weekly
<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 Friday, July 24, 2026.**

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

Provides direct advocacy, support, intervention and information to victims and witnesses of crimes. Acts as a liaison between police, prosecutors and victims. May participate in a rotating 24/7 on-call schedule. Other duties as assigned by the District Attorney.

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

High School diploma and experience in a position involving direct delivery of human services required. Paralegal or Criminal Justice degree/experience/training preferred. Knowledge of Microsoft Office and ability to utilize case managements software. Ability to perform work under pressure, on short notice and with little supervision. Ability to communicate, problem-solve, and exercise sound judgement. Ability to work with people of varying socio-economic and ethnic backgrounds. Ability to work overtime/evenings as required to assist victims before, during, and after court proceedings.

This is a grant funded position and is contingent on the Pennsylvania Commission on Crime and Delinquency's final approval of the grant.

### **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

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