



COUNTY OF LEBANON

Job Announcement

Posting Date: May 13, 2026

Position:	Administrative Assistant (Clerk Typist 3)
Department:	Area Agency on Aging 710 Maple Street Lebanon, PA 17046
Available:	Immediately
Bargaining Unit:	None
Hours:	Monday – Friday, 8:00 to 4:30 PM
Pay Grade:	NU 9 (Non-Union/Non-Exempt Pay Chart)
Salary Range:	\$ 1,327.50 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.

HOW TO APPLY

Applicants will be evaluated and screened by Civil Service on experience and training on the Civil Service website www.employment.pa.gov through **May 26, 2026**, Navigate to Open Jobs and apply for the Clerk Typist 3, Area Agency on Aging Lebanon County.

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This position requires the selected candidate to be able to read, write and speak in Spanish and English. Bilinguals pay premium of \$1500 annually. Greet visitors, answer calls, schedule appointments, and direct individuals to the proper location. Provide information about agency programs and make referrals for available services. Maintain spreadsheets, visitor logs, and mail distribution for the office. Assist Senior center participants with using the Co-Pilot software system. Receive packages, sort mail, and distribute items to staff as needed. Use Microsoft Office programs to complete assigned tasks and support daily operations

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Six months as a Clerk Typist, and educational development to the level of completion of high school; OR one year of progressively complex clerical typing experience and completion of high school; OR six months of moderately complex clerical typing work and completion of a post high school business curriculum; OR any equivalent experience and/or training which provided the required knowledges, skills, and abilities.

APPLICATION AND RESUME SUBMISSION OPTIONS:

1. Email directly to Area Agency on Aging → Charlene.keeney@lebanoncountypa.gov
2. Mail to → 710 Maple Street, Lebanon PA 17046 ATTN: Charlene Keeney
3. Phone → (717) 273-9262, Ext 5514 (Call for more information)

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