



COUNTY OF LEBANON

Job Announcement

Posting Date: November 8, 2024

Position:	Collections Officer
Department:	Lebanon County Probation Services 508 Oak Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	NONE
Hours:	8:30AM- 5:00PM, Monday through Friday, 37.5 hrs/wk
Pay Grade:	10-1 (Non-Union pay chart)
Salary Range:	\$1,307.5218 Bi-weekly
Full-Time employee Benefits:	*Paid Health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan <u>Voluntary benefits available:</u> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer and Pet insurance plans

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, November 22, 2024**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Enforces and pursues the collection of Lebanon County Common Pleas court costs, fines, fees, and restitution primarily owed by offenders that have reached their maximum county sentence date, yet still have balances due. With the cooperation of PA Board of Probation and Parole and the PA Department of Corrections, enforces and pursues the collection of Lebanon County Common Pleas court costs, fines, fees, and restitution for offenders on State Parole and Special State supervision. Enforces and pursues the collection of Lebanon County Summary Appeal court costs, fines, fees and restitution and other monetary only dockets. Communicates with various Local, County, State and Federal government agencies to locate offenders. Gathers information by utilizing, but not limited to: JNET, PA UJS Portal, VineLink and the Federal Bureau of Prisons. Responsible for maintaining (establishing, revising, reporting) a correct record of payment plans/agreements, wage attachments, delinquency notices, court actions/orders, bench warrants and accounting notes within the Common Pleas Case Management System (CPCMS). May represent the Collections and Disbursement Unit in Fines and Costs Contempt Court and is responsible for the preparation of the documents for those sessions.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Knowledge of the Pennsylvania Criminal Justice System and its associated costs, fines, fees, and restitution, the Common Pleas Case Management System (CPCMS), CDI/BTM Adult Probation Module or similar state systems is a plus. Must have excellent communication and organizational skills, and the ability to work well with others. A high school diploma, preferably with coursework in the social sciences OR three to six months or related experience in the criminal justice field. An equivalent combination of education, training and/or experience may be considered. Must be able to pass a criminal background check.

Application and resume submission options:	
1. Scan and email your application and resume directly to Human Resources:	2. Mail:
Email: Apply@lebanoncountypa.gov	ATTN: Lebanon County Human Resources 400 S. 8th Street, Room 200 Lebanon, PA 17042
	3. Fax: (717) 675-2668

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