COUNTY OF LEBANON

Job Announcement

Posting Date: November 9, 2026

Position:	Collections Officer
Department:	Lebanon County Probation Services 508 Oak Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None - *Non-Union*
Hours:	8:30AM- 5:00PM, Monday through Friday, 37.5 hrs/wk
Pay Grade:	NE 10-1
Salary Range:	$19.02 Hr. (Non-Union/Non-Exempt Salary Chart)
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, November 23, 2026.**

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. Email directly to Human Resources ➔ Apply@lebanoncountypa.gov
2. Mail to ➔ 400 S. 8th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to ➔ (717) 675-2668 ATTN: Human Resources

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