

# COUNTY OF LEBANON

## Job Announcement

Posting Date: January 4, 2019

<i>Position:</i>	<b>Accounting Clerk C</b>
<i>Department:</i>	<b>Lebanon County Probation Services 508 Oak Street Lebanon, PA 17042</b>
<i>Available:</i>	<b>Immediately</b>
<i>Bargaining Unit:</i>	<b>None</b>
<i>Hours:</i>	<b>8:00AM- 4:30PM, Monday through Friday</b>
<i>Pay Grade:</i>	<b>5 (Non-union pay chart)</b>
<i>Salary Range:</i>	<b>\$841.5705 Bi-weekly</b>

- **A County of Lebanon Application must be submitted for consideration, specifically noting this position.**
- **Applications will be accepted through Friday, January 18, 2019.**

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

Performs a variety of routine clerical accounting/fiscal tasks in the Collections & Disbursements Unit of Lebanon County Probation Services. Receipts payments for criminal costs, fines, fees and restitution and records those payments into the Common Pleas Case Management System (CPCMS). Enters payment plans and court ordered costs, fines, fees and restitution. Gives basic information about Defendant accounts, balances, their assessments, payments, payment plans, and judgment information. Performs basic administrative tasks, including filing, typing memos and other duties as assigned by Administration.

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

Applicant must have a high school diploma or equivalent; some clerical and accounting experience preferred; ability to type; working knowledge and ability to use personal computer; experience with Microsoft Word and Microsoft Excel applications required; or any combination of experience and training that provides the required knowledge, skills, and abilities.

*An Equal Employment Opportunity Employer*

#### **COUNTY GOVERNMENT EMPLOYEES MAY CONTACT:**

Leeanne Shank  
Human Resources Assistant  
Room 200, Municipal Bldg  
400 S. 8<sup>th</sup> Street  
Lebanon, PA 17042  
[LShank@lebcnty.org](mailto:LShank@lebcnty.org)

#### **NON-COUNTY EMPLOYEES MAY CONTACT:**

[www.lebcounty.org](http://www.lebcounty.org) or:  
CareerLink  
Attn: Doan Barefield, Program Supervisor  
243 Schneider Dr.  
Lebanon, PA 17046  
Ph: 274-2554