

COUNTY OF LEBANON

Job Announcement

Posting Date: January 4, 2019

<i>Position:</i>	Collections Officer
<i>Department:</i>	Adult Probation Services 508 Oak Street Lebanon, PA 17042
<i>Available:</i>	Immediately
<i>Bargaining Unit:</i>	None
<i>Hours:</i>	Monday – Friday, 8:00AM to 4:30PM, 37.5 hrs/wk
<i>Pay Grade:</i>	7 (Non-union pay chart)
<i>Salary Range:</i>	\$972.54 Bi-weekly

- **A County of Lebanon Application must be submitted for consideration**
 - *Resume is recommended*
- **Applications will be accepted through Friday, January 18, 2019.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Enforces and pursues the collection of Lebanon County Common Pleas court costs, fines, fees and restitution owed by Offenders that have reached their maximum county sentence date, yet still owe those court ordered costs, fines, fees and restitution. 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 the collections of Lebanon County Juvenile Delinquency cases where the subject juvenile is 21 or older. May assist the Juvenile Unit with the monitoring/scheduling of administrative monitoring juvenile delinquency cases where the subject juvenile is under 21 years of age.

Works with various prisons to enforce and pursue collection of offenders who reach their maximum sentence while incarcerated and have balance due. Works with various search programs and other Local, County, State and Federal government agencies to locate offenders. Performs these searches using, but not limited to: JNET, UJS Portal, Vinelink and the Federal Bureau of Prisons. May schedule offenders for and represent the Collections and Disbursement Unit in Fines and Costs Contempt court. Responsible for maintaining (establishing, revising, reporting) a correct record of bench warrants, and other orders imposed at Fines and Costs Contempt Court sessions, and collections supervision payment plans/agreements or wage attachments within Common Pleas Case Management System (CPCMS) and the accounting notes.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Knowledge of the Pennsylvania Criminal and/or Juvenile Justice System and its associated costs, fines, fees and restitution is a plus. Knowledge of the Common Pleas Case Management System (CPCMS), Unified Case Management (UCM) system and Juvenile Case Management System (JCMS) or similar state systems is a plus. Good communication skills, excellent 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 or juvenile justice field. An equivalent combination of education, training and/or experience may be considered. Must be able to pass a criminal background check.

An Equal Employment Opportunity Employer

COUNTY GOVERNMENT EMPLOYEES MAY CONTACT:

Leeanne Shank
Human Resources Assistant
Room 200, Municipal Bldg
400 S. 8th Street
Lebanon, PA 17042
LShank@lebcnty.org

NON-COUNTY EMPLOYEES MAY CONTACT:

CareerLink
Attn: Ms. Doan Barefield, Program Supervisor
243 Schneider Drive
Lebanon, PA 17046
717-274-2554, ext. 138
dbarefield@pa.gov