



COUNTY OF LEBANON

Job Announcement

Posting Date: May 18, 2026

Position:	Adult Probation and Collections Aide
Department:	Lebanon County Probation Services 508 Oak St. Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	None
Hours:	Approx. 8:00AM- 4:30PM, Monday through Friday
Pay Grade:	NU 9
Salary Range:	\$1,327.50 bi-weekly (non-union/non-exempt pay 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, June 1, 2026.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

This is an entry level position which performs clerical duties. An employee in this position has a significant degree of contact with clients and the public but is not required to perform arrests, searches, or field-related duties. Job responsibilities may include but are not limited to compiling personal information about clients, computer data entry, connecting clients to local resources, attending court proceedings, providing coverage at the payment window, providing coverage and at the front desk. There may be a low element of danger involved in working with individuals who are on supervision.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

High school diploma or GED. Ability to establish and maintain effective working relationships with individuals, other agencies, institutions, and the public and the ability to communicate effectively. Must obtain a Child Abuse clearance and pass a criminal background check.

APPLICATION AND RESUME SUBMISSION OPTIONS:

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

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