



COUNTY OF LEBANON

Job Announcement

Posting Date: August 6, 2026

Position:	Collections Clerk
Department:	Lebanon County Probation Services 508 Oak Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Non-Union
Hours:	8:30AM- 5:00PM, Monday through Friday, 37.5 hrs/wk
Pay Grade:	9-1 (Non-Union pay chart)
Salary Range:	\$34,507.87 Annually
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 Thursday, August 20, 2026.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Performs a variety of routine clerical accounting/fiscal tasks in the Collections & Disbursement 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). May create and adjust payment plans. Enters court ordered costs, fines, fees and restitution. Provides basic information about Defendant accounts, including their balances, assessments, payments, payment plans, and judgment information. Performs basic administrative tasks, including typing letters, memos, emails and other duties as assigned by Administration.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

The 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.
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. 8 th Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

*****An Equal Employment Opportunity Employer*****