

COUNTY OF LEBANON

Job Announcement

Posting Date: June 13, 2022

Position:	Probation Officer I – Adult Unit, PSI/Intake Unit
Department:	Probation Services 508 Oak Street Lebanon, PA 17042
Available:	Immediately
Bargaining Unit:	Teamsters Local 429
Hours:	7.5 hour shifts, Monday thru Friday
Pay Grade:	2 (Court Appointed Professionals' Union Pay Chart)
Salary Range:	\$1,678.09, bi-weekly
Full-Time employee Benefits:	*Paid health, vision and prescription insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan *Deferred Compensation plan *Optional Dental, Whole Life, Short Term Disability, Critical Illness & Cancer Plans available

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through Monday, June 27, 2022.**

BRIEF DESCRIPTION OF DUTIES:

The employee in this position completes intake services for individuals on supervision, including the completion of a risk and need assessment tool; he/she will investigate and conduct Presentence Investigation reports for the Court, to include the calculation of prior record scores and sentencing guideline ranges, as well as time credit; he/she will complete data entry into the SGS Web; he/she will monitor Lebanon County cases being supervised in another state and initiate violation proceedings when necessary; he/she will conduct drug testing on individuals on supervision or assist with arrests; he/she will undergo specialized training such as Taser certification, OCAT certification, defensive tactics training and firearms certification.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Bachelor's degree in sociology, psychology, criminal justice or other related field from an accredited four-year college or university. A valid PA driver's license.

Application and resume submission options:

1. Scan and email your application and resume directly to: Human Resources
Email: Apply@lebcnty.org

Mail:
ATTN: LEEANNE SHANK, HUMAN RESOURCES ASSISTANT
Room 200
400 S. 8th Street,
Lebanon, PA 17042

Fax: (717) 675-2668

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