

# COUNTY OF LEBANON

## Job Announcement

Posting Date: November 19, 2021

<b>Position:</b>	Adult Probation Aide
<b>Department:</b>	Adult Probation 508 Oak Street Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	Monday – Friday, 8:30AM to 5:00PM
<b>Pay Grade:</b>	7 (Non-union pay chart)
<b>Salary Range:</b>	\$992.0904 Bi-weekly
<b>Full-time Employee Benefits:</b>	*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 submitted for consideration**

- *Resume is recommended, however, is optional unless otherwise stated below*

➤ **Applications will be accepted through Friday, December 3, 2021.**

**BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

This is an entry-level probation and parole position, which performs probation and parole administrative level clerical duties. An employee in this position has a significant degree of contact with clients and the public but is not required to perform arrest, searches or field related duties. Job responsibilities may include but are not limited to compiling information concerning a client's physical condition, social and economic situation, work experience, public assistance, health and social welfare, vocational rehabilitation and housing; securing specifically designated information in determining eligibility for the client; computer data entry; and assisting the client in obtaining information about local resources. Other job requirements may include attending court proceedings to secure information on persons placed under supervision. There may be an element of danger involved in working with probation and parole violators in some cases.

**MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

Some knowledge of basic principles of the social and behavioral sciences including modern principles of criminology and penology. High School diploma. Ability to establish and maintain effective working relationships with individuals, other agencies, institutions, and the public and the ability to communicate effectively with criminal offenders.

**Application and resume submission options:**

**Scan and email your application and resume directly to:**

Human Resources

Email: [Apply@lebcnty.org](mailto: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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