

Survey to Chief APOs

Issue: Specialized Collection Unit

Question (from Beaver County):

Does your department have a specialized unit/position that handles the collection of fines, costs and restitution? If so, could you please provide details regarding the class of your county, size of your collections unit and how having a collections unit improves the rate of collections in your county. In addition, does your court utilize contempt proceedings to enforce collections?

Bucks County

Please note that Bucks County does not have a specialized collections unit. PO's are responsible for ensuring that their probationers/parolees pay their Court financial obligations as part/parcel of supervision. However, 5 years ago, we created an "Enhanced Collections Program" (also known as "Deadbeat Court") where we utilize the services of a retired Senior Judge (ex-Marine) and schedule hearings before him monthly for those offenders who basically have ignored this responsibility. This initiative has been a tremendous success and has resulted in the collection of fees that I am certain we would never have received. If you are interested in this initiative, I can have the Supervisor assigned to the program contact you with more details. Good luck.

Cumberland County

Cumberland County, a third class county, hit an all-time low collection rate in 2013. At that time, a Collections Advisory Board consisting of non-court and court related personnel including myself was created to assist in improving collection rates. The Board determined that additional staff was needed to keep up with the increasing number of cases. Adult Probation Collections had maintained the same staffing levels for decades prior to the crash. The Board also provided an outsiders perspective on policies and procedures that had become obsolete and ineffective over years of use. As a result of the Boards involvement a Warrant Collections Unit (WCU) under the control of the Court Administrator was created to assist with collections. A new policy was established to include an ability to pay process. Now five years later the collections staff has doubled. A sheriff and constables are assigned to the WCU. Collections Court has been reestablished. Adult Probation and Warrants Collections have shared responsibility with tentative plans in 2019 to turn over all collection to WCU. Most important, our overall dollars recovered increased 35% from 2013 to 2017. We still have \$60 mil. outstanding but much of that money is on payment plans based off the offenders ability to pay. The end result is that \$60 mil. continues to grow at an alarming rate because most people on payment plans, based on their ability to pay, only pay a minimal amount while fines, cost, restitution assessments continue to grow. That doesn't sit well with the Commissioners since about half of the \$60 mil is owed to the county.

Erie County

Erie County is a 3rd class County that is responsible for all collections. The unit is comprised of 9 staff members: 1 Supervisor, 2 Probation Officers, 2 Collections Enforcement Compliance Officers and 4 clerical support staff. The Collections unit began operations in 1993. The unit does utilize contempt proceedings. The Supervisor of the unit is Erik Christensen echristensen@eriecountypa.gov if anyone would like additional information.

Lancaster County (also see Appendix A, B, C, D)

Lancaster is a Class 3 (2A by population) county and we have a collections unit that consists of a supervisor, collections manager, four probation officers, and three account clerks. Job descriptions attached. We do use contempt proceedings.

Our collections unit was created in 2002 and overall collections have increased annually almost every year since then.

Lebanon County (also see Appendix E)

Lebanon County is a Class 5 county. The Probation Department is charged with the assessment, collection, collection enforcement, and disbursement of all court ordered fines, costs, and restitution.

Currently there are a total of 8 staff positions within the Collection and Disbursement Unit (CDU). Staff composition is as follows:

- Fiscal Supervisor
- Assistant Fiscal Supervisor
- Three Accounting Clerks (one is charged with assessment of fines, costs, and restitution)
- Three Collection Enforcement Officers (not PO positions). One of the Collection Officers is primarily responsible for juvenile related fines and costs and overseeing Fiscal Dispositional Review hearings for juveniles – this is a new position for our CDU.

Our CDU is responsible for the collection of approximately 2.4 million dollars in county revenue each year. At the risk of sounding like I’m bragging (except I am - J) Lebanon County is historically within the top twenty counties for disbursements. You are able to access collection stat reports from the CPCMS. Lebanon County’s collections rate is the highest in 8 of the past 10 years when compared to the Pennsylvania overall, class 5 and class 4 averages.

We hold contempt court once a month. Our procedures, however, have been somewhat modified within the past year as a result of a friendly visit from the ACLU.

Our Contempt Court Statistics – Summary

Summary of the Lebanon County Fines and Costs Contempt Court sessions for 2016 – 2014.

	2016 ^^	2015 ^	2014
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	Total	Avg. Per Month	Total	Avg. Per Month	Total	Avg. Per Month
LCCF	351	29	341	28	234	20
†Purge	240	20	219	18	149	12
BW Issued	864	72	832	69	679	57
‡BW Vacated	65	5	73	6	42	4
Received During Court	\$ 141,570.29	\$ 11,797.52	\$ 125,915.20	\$ 10,492.93	\$ 84,965.68	\$ 7,080.47
Received Cancel	\$ 358,706.37	\$ 29,892.20	\$ 282,186.01	\$ 23,515.50	\$ 296,089.70	\$ 24,674.14
Total Received	\$500,266.66	\$ 41,688.89	\$408,101.21	\$ 34,008.43	\$381,055.38	\$ 31,754.62

^ Court changed to Monday's in 2015

^^ There were two extra court sessions in 2016

† Purge orders completed through the Friday of the Contempt Court Week

‡Bench Warrants vacated that were issued that same Contempt Court Week

* Received During Court includes purges and payments received to vacate bench warrants issued through Friday of the Contempt Court Week

The attached document has job descriptions for our CDU staff.
Please let me know if you have any further questions.

Warren County

Warren County is a 6th class county. We have a collection unit of one Probation Officer who heads the office and a collections aid. We do use the contempt proceedings for collection efforts and have been successful in collecting over a million dollars per year, but recent Appellate Court decisions have reduced the effectiveness of our collection efforts using the contempt powers. Persons whose income is less the 125% of the poverty level can't be held in contempt because the Appellate Courts have decided they are unable to pay. Also, person's whose only income is from SSI can't be held in contempt for the same reason.

Wayne County

Wayne County (sixth class) have two office clerks trained and assigned to the collections end of business in the department. While under active supervision, it is the POs responsibility to make sure paying per agreement and hold in violation if not. Once supervision is expired, collection clerks monitor payments and do contempt's. We do on a yearly average of \$750,00 to 900,000. Also, I know that my collection clerks had participated in an ad hock regional meeting to share collection ideas and to support one another—don't know who set it up but my clerks were very pleased with what they learned. I hope they continue. It takes expertise to master the CPCMS software and set appropriate procedures in place to handle the money. We still take cash at

8/29/2018

the window, which requires good accountability. As to contempt hearings, we use a graduated penalty scheme. Remember, you will be audited to ensure all money is properly accounted for and that you are using proper procedures, e.g., making daily deposits.

It's no little thing. I believe doing collections through the Adult Probation Department will get you the results you are looking for though.

County of Lancaster
Court of Common Pleas
VACANCY ANNOUNCEMENT
An Equal Opportunity Employer

JOB TITLE: Account Clerk

DEPT: Adult Probation & Parole Services

JOB CODE: 032

GRADE Level: 4

POSITION #: 00504286

WORK LOCATION

40 E. King Street

Lancaster, PA 17608-3480

REPORTS TO:

Position # - 00503569 (Collections Manager)

TYPICAL WORK SCHEDULE:

37.5 hours weekly

MONDAY THRU FRIDAY

JOB SUMMARY

This is a full-time account clerk position within the Office of Adult Probation and Parole Services which is responsible for the posting of payments towards fines, court costs, and restitution. This position requires daily interaction with criminal offenders. Applicant must be extremely detail-oriented and possess a strong work ethic that includes, but is not limited to: accuracy, accountability, dependability, excellent customer services skills, excellent telephonic communication, and the ability to work in a fast paced environment.

REPORTING RELATIONSHIPS

This position reports directly to the Collections Manager.

ESSENTIAL JOB FUNCTIONS

60% Accurately process payments made by offenders in person or through the mail. Provide receipts to all individuals who make a payment and assist individuals with basic accounting questions regarding their cases.

20% Answer telephone calls, provide accurate answers to questions, and refer individuals to the proper Unit personnel.

5% Close and balance out drawer on a daily basis.

5% Analyze and interpret various accounting reports generated from the Court of Common Pleas Case Management System (CPCMS).

5% Assist probation officers with the Collections Enforcement Unit in preparing court documents for fines and costs hearings.

5% Process wage attachments to employers of offenders.

OTHER SPECIFIC TASKS OR DUTIES

Perform related work as required.

MINIMUM QUALIFICATIONS

Education equivalent to completion of high school with some business school or college courses in accounting or business, including, or supplemented by course work in accounting, bookkeeping or closely related field.

One year of experience in bookkeeping, accounting, purchasing, payroll or related work.
Or, any combination of acceptable education and experience which has provided the knowledge, skills and abilities cited above.

KNOWLEDGE, SKILLS AND ABILITIES

Prior experience in accounting or bookkeeping related functions.

Proficiency in the use of spreadsheets.

The ability to use a calculator with proficiency.

Possess excellent communication skill, both orally and written.

Possess professional telephone skills.

The ability to plan, prioritize, organize, and manage time with efficiency and effectiveness.

Proficiency in the use of, or willingness to learn, computers and software applications, as required by job duties.

Complete understanding of basic English to include usage, grammar, spelling, and punctuation.

Ability to establish and maintain effective working relationships with staff, visitors, clients, and representatives from other agencies.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

Must pass a criminal background check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to sit, sometimes for long periods of time.

Ability to operate a computer or laptop.

Ability to lift and move files weighing up to 10 pounds.

Ability to provide own transportation to and from meetings and other job-related appointments in a timely manner and ability to access those locations with reasonable accommodations.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date

County of Lancaster
Court of Common Pleas
VACANCY ANNOUNCEMENT
An Equal Opportunity Employer

JOB TITLE: Probation Officer Sr. (Collections Enforcement Unit)

DEPT: Adult Probation & Parole Services

JOB CODE: 192C

GRADE Level: 82/3G (Bargaining Unit)

POSITION #: 00503550

WORK LOCATION

40 E. King Street
Lancaster, PA 17608-3480

REPORTS TO:

Position # - 00503519 (Supervisor)

TYPICAL WORK SCHEDULE:

37.5 hours weekly
MONDAY THRU FRIDAY

JOB SUMMARY

This is a full-time specialized position responsible for overseeing all accounting functions relative to collection of fines, costs, and restitution ordered by the Lancaster County Court of Common Pleas. Work is accomplished according to Collections Enforcement Unit protocol and in coordination with Adult Probation and Parole Services administrative and line staff. Under the direction of a unit supervisor, this individual will glean essential information from court generated documentation, conduct client appointments to address financial obligations, and utilize standard financial investigative strategies in order to establish reasonable and enforceable payment schedules. As an appointed officer of the court, this individual will have available the vested authority essential to pursue necessary legal steps to assure the compliance of probationers and parolees obligated to pay fines, costs and restitution.

REPORTING RELATIONSHIPS

This position reports directly to a Supervisor in Adult Probation and Parole Services.

ESSENTIAL JOB FUNCTIONS

40% Review client status and investigate reasons given for failure to meet payment obligations at collections enforcement conferences. Suggest available training resources in the community when investigation indicates client delinquency is the result of financial mismanagement. Maintain case file entries, review record of client contacts, and assess client compliance with payment orders.

20% Meet with clients to provide explanation and clarification of financial obligations owed, in the context of the legal accountability to the Court's mandate. Assess client ability to pay obligations owed by review of financial statements, salary records, and other histories of financial information.

15% Establish payment plans in accordance with established schedules and in accordance with unit policy and procedures. Issue wage attachments and assign other garnishments as allowed and directed by the Court.

10% Prepare and process correspondence for delinquency notification by way of systematized unit protocol. Prepare and assign delinquent cases to private collections agency, in accordance with systematized unit protocol. Endeavor to locate delinquent clients whose whereabouts are unknown.

5% Verify information received from clients by way of available public record and other legal investigative means.

5% Complete required documentation both within and for related agencies. Prepare for and testify before the Court at violation and contempt hearings.

5% Regularly attend mandatory and additional training in the areas of safety, self defense, related human service areas, and for full/up-to-date proficiency in the use of computers, as required by job duties. Employee will learn arrest skills and become involved in offender detentions.

OTHER SPECIFIC TASKS OR DUTIES

Performs related work as required.

MINIMUM QUALIFICATIONS

Education requirement is completion of a bachelor's degree program with course work in psychology, social work, criminal justice or closely related field; One year of experience as a Probation Officer, or in a related field such as criminal justice, collections enforcement, banking/accounting or counseling; Or any combination of the minimum acceptable education and experience which has provided the knowledge, skills and abilities cited above.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic accounting and banking practices.

Knowledge of collection/enforcement practices and procedures.

Knowledge and proficiency in the use of CPCMS and other computer applications.

Knowledge of the principles and policies for the criminal justice system, including statutes, rules and regulations.

Knowledge of the operations, practices, and procedures of probation/parole supervision. Experience in working with full scope of criminal offenders and their personalities.

Ability to communicate effectively (both orally and in writing) with clients, their associates, members of the Judiciary, Probation/Parole, the Clerk of Courts, co-workers, representatives of other agencies, and the public.

Ability to work well with numbers and possesses good mathematical skills.

Ability to maintain accurate and complete caseload records for use by others.

Ability to plan, organize, and manage time with efficiency and effectiveness.

Ability to work independently and as a team member with both professional and clerical staff members.

Ability to use good judgment, problem solve, and provide sound guidance.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

The candidate must pass a criminal background check, a pre-employment drug screen and a driver history check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to sit, sometimes for long periods of time.

Ability to escort offenders from waiting area to office.

Ability to operate a computer or laptop.

Ability to lift and move files weighing up to 10 pounds.

Ability to effect an arrest of an offender.

Ability to defend oneself from personal attack.

Ability to provide own transportation to and from offender's homes, meetings, and other job-related appointments in a timely manner and ability to access those locations with reasonable accommodations.

The Court of Common Pleas is an equal opportunity employer

County of Lancaster
Court of Common Pleas
Job Description
An Equal Opportunity Employer

JOB TITLE: Supervisor (Collections Enforcement Unit)

JOB CODE: 221 **DATE:** 08/27/16

POSITION #: 00503519

DEPT: Adult Probation & Parole Services

REPORTS TO:

Position # - 00500840

Job Title - Deputy Director, Administrative Services

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

Start Time: 0830 am **End Time:** 0500 pm

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

This is a full-time supervisory position responsible for managing collections and enforcement operations for monies owed to the County of Lancaster by probation and parole offenders. Primary objectives include management and enforcement of Court ordered fines, costs, restitution, and fees for offenders under probation and/or parole supervision.

REPORTING RELATIONSHIPS

This position reports directly to the Deputy Director of Administrative Services.

One Collections Manager, four Probation Officers, and one support staff report to this position.

ESSENTIAL JOB FUNCTIONS

70% Provide ongoing direction and guidance to staff. Establish schedules for Court coverage. Monitor and assure compliance with established unit and departmental standards. Provide unit coverage in absence/vacancy of staff. Provide guidance, sanctions, and supervisory review for complex cases. Routinely initiate suggestions to improve overall efficiency of unit operations. Participate in the development and implementation of unit policies and procedures. Approve staff leave requests and perform timely evaluations of staff. Conduct monthly staff meetings. Conduct interviews for new employees and participate in the selection process thereof.

5% Serve as a back-up to the Collection Manager by performing daily deposits and bank runs as needed. Assist with the completion of audits from external agencies. Process incoming mail in absence of clerical staff person.

5% Serve as primary representative in organizational relationship with contracted private collections agency. Ensure that invoices are paid promptly according to contractual terms. Monitor office supplies for the unit.

5% Work in cooperation and coordination as a member of the Adult Probation and Parole Services Collective Leadership Team.

5% Represent the agency at summary appeal hearings. Provide guidance to the court regarding fines and costs issues. Work closely with court and court-related departments regarding issues directly affecting the unit to include billing, prosecuting bad checks, and correcting errors from court paperwork.

5 % Make decisions regarding the effective use of sanctions to include driver's license revocations, bench warrants, violations, findings of contempt, and appropriate resolutions of said sanctions. Serve as Unit Liaison with Drug Court.

5% Regularly attend mandatory and additional training in the areas of safety, self defense, related human service areas, and for full/up-to-date proficiency in the use of computers, as required by job duties. Engage in offender detentions as needed.

OTHER SPECIFIC TASKS OR DUTIES

Participate in a contributory/advisory role with inter-county, community, and state-level organizations/committees.

As requested, assist APPS administration with departmental development functions.

Perform related work as required.

MINIMUM QUALIFICATIONS

Candidate must possess a Bachelor's Degree with course work in criminal justice, business and/or accounting and two years of experience in a related field such as collections enforcement, banking and/or accounting. Any such combination of minimum required education and experience, which has provided the knowledge, skills and abilities cited above, is acceptable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic accounting and banking practices.

Knowledge of collection practices and procedures.

Knowledge and proficiency in the use of CPCMS and other computer applications.

Knowledge of the principles and policies for the criminal justice system, including statutes, rules and regulations.

Experience in working with full scope of criminal offenders and their personalities.

Ability to communicate effectively (both orally and in writing) with clients, their associates, members of the Judiciary, Probation/Parole, the Clerk of Courts, co-workers, representatives of other agencies, and the public.

Ability to work well with numbers and possesses good mathematical skills.

Ability to maintain accurate and complete records for use by others.

Ability to plan, organize, and manage time with efficiency and effectiveness.

Ability to supervise both professional and clerical staff members.

Ability to use good judgment, problem solve, and provide sound guidance.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

The candidate must pass a criminal background check, a pre-employment drug screen and a driver history check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to sit, sometimes for long periods of time.

Ability to escort offenders from waiting area to office.

Ability to operate a computer or laptop.

Ability to lift and move files weighing up to 10 pounds.

Ability to effect an arrest of an offender.

Ability to defend oneself from personal attack.

Ability to provide own transportation to and from meetings and other job-related appointments in a timely manner and ability to access those locations with reasonable accommodations.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

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Employee's Printed Name Employee Signature Date

Supervisor's Printed Name Supervisor's Signature Date

County of Lancaster
Court of Common Pleas
Job Description
An Equal Opportunity Employer

JOB TITLE: Collections Manager

JOB CODE: 540 **DATE:** 01/17/2012

POSITION #: 00503569

DEPT: Adult Probation & Parole Services

REPORTS TO:

Position # - 00503519

Job Title - Collections Unit Supervisor

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

Start Time: 8:30am **End Time:** 5:00pm

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

This is a full-time specialized position responsible for overseeing all accounting functions relative to collection of fines, costs, and restitution ordered by the Lancaster County Court of Common Pleas. Work is accomplished according to Collections Enforcement Unit protocol and in coordination with Adult Probation and Parole Services administrative and line staff.

REPORTING RELATIONSHIPS

Under the direction of a unit supervisor, this individual will supervise account clerks and oversee the processing of daily payments, deposits, reconciling accounts and maintaining an audit trail of all transactions. This position reports directly to the Supervisor of the Collections Enforcement Unit.

ESSENTIAL JOB FUNCTIONS

30% Provide orientation/training and ongoing direction/guidance to account clerks. Review and evaluate job performance. Supervise collections practices. Coordinate staff coverage for payment processing window. Make recommendations for changes in operations and implement corresponding adjustments for greater efficiency.

20% Provide unit coverage in absence/vacancy of staff. Receipt daily payments, process refunds, apply credits and escrow. Prepare and provide explanation and clarification of financial reports to clients at payment processing window.

20% Reconcile accounts, perform daily proofing and make required bank deposits.

15% Troubleshoot and resolve complex financial issues via the Court of Common Pleas Court Management System (CPCMS).

10% Develop and maintain an auditing system for assembling records and presenting standardized financial reports, as descriptive of all spheres of unit operations. Oversee audit practices to ensure compliance.

5 % Regularly attend mandatory and additional training in the areas of collections management, interpersonal/customer relations skills, safety, related human service areas, and for full/up-to-date proficiency in the use of computers, as required by job duties.

OTHER SPECIFIC TASKS OR DUTIES

Act as liaison to the Lancaster County Controller's Office, Administrative Office of the Pennsylvania Courts, and local financial institutions.

Provide guidance to unit Probation Officers.

Perform any additional work as assigned by the Unit Supervisor.

MINIMUM QUALIFICATIONS

Candidate must possess a Bachelor's Degree with course work in business and/or accounting and two years of experience in a related field such as collections enforcement, banking and/or accounting. Any such combination of minimum required education and experience, which has provided the knowledge, skills and abilities cited above, is acceptable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic accounting and banking practices.

Knowledge of collection practices and procedures.

Knowledge and proficiency in the use of CPCMS and other computer applications.

Knowledge of the principles and policies for the criminal justice system, including statutes, rules and regulations.

Experience in working with full scope of criminal offenders and their personalities.

Ability to communicate effectively (both orally and in writing) with clients, their associates, members of the Judiciary, Probation/Parole, the Clerk of Courts, co-workers, representatives of other agencies, and the public.

Ability to work well with numbers and possesses good mathematical skills.

Ability to maintain accurate and complete records for use by others.

Ability to plan, organize, and manage time with efficiency and effectiveness.

Ability to work independently and as a team member with both professional and clerical staff members.

Ability to use good judgment, problem solve, and provide sound guidance.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

Candidate must pass criminal background check, pre-employment drug screen and driver record check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to sit, sometimes for long periods of time.

Ability to escort offenders from waiting area to office.

Ability to operate a computer or laptop.

Ability to lift and move files weighing up to 10 pounds.

Ability to effect an arrest of an offender.

Ability to defend oneself from personal attack.

Ability to provide own transportation to and from meetings and other job-related appointments in a timely manner and ability to access those locations with reasonable accommodations.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Printed Name

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date

LEBANON COUNTY PROBATION SERVICES

Collections and Disbursement Unit

2018

PREPARED BY SUZANNE E. MILLER

11/01/2017





Current and Proposed Positions, Tab 1 – Page 3



Accounts Summary , Tab 2 – Page 55



Administration Requirements, Tab 3 – Page 65

Collections and Disbursement Unit

Current and Proposed Positions

Tab 1

IN THIS SECTION:

- Summary
- Accounting Clerk I
- Accounting Clerk II
- Assistant Fiscal Supervisor
- Collections Officer I
- Collections Officer II – Assistant Supervisor
- Fiscal Supervisor

Summary

The purpose of the following section is to describe the qualities, and skills required in a Collections and Disbursement employee within its various positions. It is with this purpose we aim to convince the necessity to complete the following personnel actions:

- Create the position of Accounting Clerk II at 6-1
 - This position is primarily responsible for the entry of the Lebanon County Criminal court costs, fines, fees and restitution.
- Reclassify the position of Assistant Fiscal Supervisor from a 6-1 to 8-1
 - This position is responsible for the supervision of three accounting clerks and is the immediate back-up to the Fiscal Supervisor for financial related issues.
- Create the position of Collections Officer II – Assistant Fiscal Supervisor at 8-1
 - This position will supervise three collections officers and will coordinate with the Juvenile Unit for administrative monitoring cases with balances owed. This position will be the immediate back-up to the Fiscal Supervisor for contempt of court and juvenile fiscal monitoring related issues.
- Reclassify the position of Fiscal Supervisor from 9-1 to 13-1
 - Fiscal Supervisor in Lebanon County is part “Accountant” and part “Deputy Court Administrator”. Person must be able to manage the bulk of the Common Pleas Court financials successfully while simultaneously coordinating contempt court sessions, containing 80-100 offenders in one month. To effectively achieve both of those, the person must have experience or training in court case processing and accounting for the criminal and juvenile delinquency courts. It is very unlikely that you will be able to find a person who “only” graduated high school, or junior college with the necessary tools to operate in both spheres at once. The critical thinking, management and accounting skills necessary for this position are generally found in a person who has graduated from a four year college or university.

COUNTY OF LEBANON

Job Specification

Job Title: Accounting Clerk I

Pay Grade: 5-1

Department: Collections & Disbursement Unit – Lebanon County Probation Services

Prepared By: Suzanne E. Miller, Fiscal Supervisor CDU – Probation Services

Date Prepared: 10/20/2017

PURPOSE OF THE POSITION: The primary purpose of this position is to process payments for criminal, summary appeal, and juvenile delinquency costs, fines, fees and restitution. Answers questions about defendant and payee balances and payments. Fields general questions about procedures relating to the disbursement, assessment, and collection of all monies owed.

REPORTING RELATIONSHIPS: Reports to the Assistant Fiscal Supervisor. In the absence of the Assistant Fiscal Supervisor, the Accounting Clerk I reports to the Fiscal Supervisor. In the absence of the Fiscal Supervisor, reports to the Director of Probation Services.

SUPERVISORY RELATIONSHIPS: None.

ESSENTIAL FUNCTIONS OF THE JOB: Every effort has been made to make this description/specification as complete as possible. However, it in no way states or implies that these are the only duties that will be required for the position. *The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.*

- Receives payments in the form of cash, check, money-order and credit card for criminal, summary appeal, and juvenile delinquency costs, fines, fees and restitution in person, through mail and via PAePay
- Records those payments into the Common Pleas Case Management System (CPCMS).
- Operates credit card terminals.
- Gives basic information about criminal, summary appeal, miscellaneous and juvenile delinquency fiscal assessments and civil judgment information.
- Answers questions about defendant and payee payments.
- Answers basic questions regarding payment plan defaults.
- Adds limited non-offense related assessments into CPCMS.

- Performs basic administrative tasks, including filing, typing memos, etc.
- May update address information for Defendants, Juveniles, Payors and Victims as necessary
- May update payment plans as necessary.
- May enter victim information as necessary.
- May attend Contempt Court to receipt payments.
- May complete the transfer case process in CPCMS.
- May explain how to use the UJS Portal and PAePay.

NON-ESSENTIAL FUNCTIONS OF THE JOB:

The County of Lebanon reserves the right to add or change the duties of this classification at any time.

PHYSICAL AND SENSORY DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to speak, hear, see, sit, stand, walk, reach with hands and arms and use hands to finger or handle objects or office equipment. Speak and write the English language in an understandable manner. Push, pull, lift and carry up to 10 pounds frequently, rarely over 10 pounds. Must be able to cope with the mental stress of the position. **And other provisions as necessary.**

Operate a motor vehicle with a valid PA Driver's License.

Sitting, standing, walking (all types of terrain) for up to 7.5 hours per day. See the attached.

See the attachment.

WORK ENVIRONMENT: Work is performed indoors within the payment office of the Collections and Disbursement Unit of Lebanon County Probation Services. During the workday the incumbent is subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works with the average exposure to noise, stress, and is subject to frequent interruptions.

The noise level in the work environment is usually moderate.

QUALIFICATIONS: To perform this job successfully, an employee must be able to perform each essential duty or function satisfactorily. The requirements listed in the following sections are representative of the knowledge, skills and abilities required.

LANGUAGE/VERBAL SKILLS: Must be able to read, write, speak and understand the English language. Level 3 of the attachment

MATHEMATICAL SKILLS: Level 2 of the attachment

REASONING ABILITY: Level 3 of the attachment

COMPUTER SKILLS: Ability to operate and understand a computer terminal (Windows PC), its operating programs and peripheral equipment. Microsoft Office, specifically Word, Excel and Outlook (2013)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good communication skills. Ability to work with others. Organized.

EDUCATION AND/OR EXPERIENCE: 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, Excel and Outlook 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Successfully complete the APOC's CPCMS New User Training.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS SHALL FOLLOW ANY OTHER INSTRUCTIONS AND PERFORM ANY OTHER RELATED DUTIES AS MAY BE REQUIRED BY THE SUPERVISOR.

Accounting Clerk I – Attachment to Job Description

PHYSICAL DEMANDS:

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Stand	___	X	___	___
Walk	___	X	___	___
Sit	___	___	___	X
Use hands to finger, handle, or feel	___	___	X	___
Reach with hands and arms	___	___	X	___
Climb or balance	X	___	___	___
Stoop, kneel or crouch	___	X	___	___
*Talk or hear	___	___	X	___
Taste or smell	X	___	___	___

*Regular Conversation

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Up to 10 pounds	___	X	___	___
*Up to 25 pounds	___	X	___	___
Up to 50 pounds	X	___	___	___
Up to 100 pounds	X	___	___	___
More than 100 pounds	X	___	___	___

*Moving/carrying reams of paper and/or files

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

Make notes on the specific job duties that require the physical demands selected above.

- Close vision is required because of the intensity of the work that is done and its proximity with computer screens. Ability to adjust focus is required due to the work with computers.

WORK ENVIRONMENT:

How much exposure to the following environmental conditions does this job require?

Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	Under 1/3 To Over			
	None	1/3	2/3	2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Works around electrical equipment e.g. computers

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

- The sound level may be quieter or louder depending on the activities at the payment window.

LANGUAGE/VERBAL SKILLS: Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY: Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- ___ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

ACCEPTABLE EXPERIENCE AND TRAINING: Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

- ___ Level 1: No prior experience or training.
- ___ Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- ___ Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- ___ Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- ___ Level 6: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- ___ Level 7: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- ___ Level 8: Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- ___ Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

- Successfully complete the APOC's CPCMS New User Training

COUNTY OF LEBANON

Job Specification

Job Title: Accounting Clerk II

Pay Grade: 6-1 (suggested)

Department: Collections & Disbursement Unit – Lebanon County Probation Services

Prepared By: Suzanne E. Miller, Fiscal Supervisor, CDU – Probation Services

Date Prepared: 10/20/2017

PURPOSE OF THE POSITION: The primary purpose of this position is to assess the Lebanon County Court Ordered Criminal Court, costs, fines fees and restitution. This position will also process payments for criminal, summary appeal, and juvenile delinquency costs, fines, fees and restitution. Answers questions about defendant and payee balances and payments. Fields specific questions about procedures relating to the disbursement, assessment, and collection of all monies owed.

REPORTING RELATIONSHIPS: Reports to the Assistant Fiscal Supervisor. In the absence of the Assistant Fiscal Supervisor, the Accounting Clerk II reports to the Fiscal Supervisor. In the absence of the Fiscal Supervisor, the Accounting Clerk II reports to the Director of Probation Services.

SUPERVISORY RELATIONSHIPS: None.

ESSENTIAL FUNCTIONS OF THE JOB: Every effort has been made to make this description/specification as complete as possible. However, it in no way states or implies that these are the only duties that will be required for the position. *The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.*

- Enters into CPCMS the Lebanon County Common Pleas Criminal Court ordered costs, fines, fees and restitution.
- Receives payments in the form of cash, check, money-order and credit card for criminal, summary appeal, and juvenile delinquency costs, fines, fees and restitution in person, through mail and via PAePay
- Records those payments into the Common Pleas Case Management System (CPCMS).
- Operates credit card terminals.
- Gives information about criminal, summary appeal, miscellaneous and juvenile delinquency fiscal assessments and civil judgment information.

- Answers questions about defendant and payee payments.
- Answers questions regarding payment plan defaults.
- Performs basic administrative tasks, including filing, typing memos, etc.
- May update address information for Defendants, Juveniles, Payors and Victims as necessary
- May scan documents into the Adult Unit Probation database (UCM)
- May create and update payment plans as necessary.
- May attend Contempt Court to receipt payments.
- May enter victim information as necessary.
- May complete the transfer case process in CPCMS.
- May explain how to use the UJS Portal and PAePay.

NON-ESSENTIAL FUNCTIONS OF THE JOB:

The County of Lebanon reserves the right to add or change the duties of this classification at any time.

PHYSICAL AND SENSORY DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to speak, hear, see, sit, stand, walk, reach with hands and arms and use hands to finger or handle objects or office equipment. Speak and write the English language in an understandable manner. Push, pull, lift and carry up to 10 pounds frequently, rarely over 10 pounds. Must be able to cope with the mental stress of the position. **And other provisions as necessary.**

Operate a motor vehicle with a valid PA Driver's License.

Sitting, standing, walking (all types of terrain) for up to 7.5 hours per day. See the attached.

See the attachment.

WORK ENVIRONMENT: Work is performed indoors within the payment office of the Collections and Disbursement Unit of Lebanon County Probation Services. During the workday the incumbent is subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works with the average exposure to noise, stress, and is subject to frequent interruptions.

The noise level in the work environment is usually moderate.

QUALIFICATIONS: To perform this job successfully, an employee must be able to perform each essential duty or function satisfactorily. The requirements listed in the following sections are representative of the knowledge, skills and abilities required.

LANGUAGE/VERBAL SKILLS: Must be able to read, write, speak and understand the English language. Level 3 of the attachment

MATHEMATICAL SKILLS: Level 3 of the attachment

REASONING ABILITY: Level 3 of the attachment.

COMPUTER SKILLS: Ability to operate and understand a computer terminal (Windows PC), its operating programs and peripheral equipment. Microsoft Office, specifically Word, Excel and Outlook (2013)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good communication skills. Ability to work with others. Organized.

EDUCATION AND/OR EXPERIENCE: One year certificate from college or technical school with some clerical and accounting experience preferred; or two (2) years' experience as an Accounting Clerk I. Ability to type; working knowledge and ability to use personal computer; experience with Microsoft Word, Excel and Outlook 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Successfully complete the APOC's CPCMS New User Training.

Accounting Clerk II – Attachment to Job Description

PHYSICAL DEMANDS:

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel or crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Regular Conversation

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Moving/carrying reams of paper and/or files

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

Make notes on the specific job duties that require the physical demands selected above.

- Close vision is required because of the intensity of the work that is done and its proximity with computer screens. Ability to adjust focus is required due to the work with computers.

WORK ENVIRONMENT:

How much exposure to the following environmental conditions does this job require?

Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	2/3	To Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Works around electrical equipment e.g. computers

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

- The sound level may be quieter or louder depending on the activities at the payment window.

LANGUAGE/VERBAL SKILLS: Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- ___ Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- X Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- ___ Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- ___ Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- ___ Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- ___ Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- X Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- ___ Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ___ Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- ___ Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY: Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- ___ Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- X Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- ___ Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ___ Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- ___ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical

notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

ACCEPTABLE EXPERIENCE AND TRAINING: Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

- Level 1: No prior experience or training.
- Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Level 6: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Level 7: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Level 8: Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

- Successfully complete the APOC's CPCMS New User Training and Fiscal Training (day one and two only).

COUNTY OF LEBANON

Job Specification

Job Title: Assistant Fiscal Supervisor

Pay Grade: 8-1 (suggested)

Department: Collections & Disbursement Unit – Lebanon County Probation Services

Prepared By: Suzanne E. Miller, Fiscal Supervisor, CDU – Probation Services

Date Prepared: 10/20/2017

PURPOSE OF THE POSITION: Answer questions regarding the assessment of the Common Pleas Court ordered costs, fines, fees and restitution. Primary point of contact for co-workers, victims, defendants and the general public regarding restitution procedures. Directly supervises three (3) Accounting Clerks. Responsible for balancing the cash drawers and creating the daily deposit. Primary point of contact for the creation of Probation specific miscellaneous docket numbers in the Common Pleas Case Management System (CPCMS). Covers for the Accounting Clerks in case of absence, and knows how to perform all of their responsibilities. This position is the back-up for the Fiscal Supervisor for accounting related issues.

REPORTING RELATIONSHIPS: Reports directly to the Fiscal Supervisor of the CDU. In the absence of the Fiscal Supervisor, reports to the Director of Probation Services.

SUPERVISORY RELATIONSHIPS: Supervises three (3) Accounting Clerks.

ESSENTIAL FUNCTIONS OF THE JOB: Every effort has been made to make this description/specification as complete as possible. However, it in no way states or implies that these are the only duties that will be required for the position. *The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.*

Ability to:

- Assess/modify the Common Pleas court ordered costs, fines, fees and restitution.
- Assess/modify non-offense related assessments.
- Receipt payments on CPCMS.
- Answer most questions posed by the three (3) Accounting Clerks, co-workers, defendants, victims and the general public regarding the common pleas court ordered costs, fines, fees and restitution.

- Answer general questions regarding criminal court procedures.
- Answer questions regarding payment plans.
- Balance the cash drawers each day for the daily deposit.
- Create the victim restitution and overpayment or refund checks.
- Create Probation specific miscellaneous dockets in CPCMS.

NON-ESSENTIAL FUNCTIONS OF THE JOB:

The County of Lebanon reserves the right to add or change the duties of this classification at any time.

PHYSICAL AND SENSORY DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to speak, hear, see, sit, stand, walk, reach with hands and arms and use hands to finger or handle objects or office equipment. Speak and write the English language in an understandable manner. Push, pull, lift and carry up to 10 pounds frequently, but rarely over 10 pounds. Must be able to cope with the mental stress of the position. **And other provisions as necessary.**

Operate a motor vehicle with a valid PA Driver's License.

Sitting, standing, walking (all types of terrain) for up to 7.5 hours per day.

See the attachment.

WORK ENVIRONMENT: Work is performed indoors within the payment office of the Collections & Disbursement Unit of Lebanon County Probation Services. During the workday the incumbent is subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works with the average exposure to noise, stress, and is subject to frequent interruptions.

The noise level in the work environment is usually moderate.

QUALIFICATIONS: To perform this job successfully, an employee must be able to perform each essential duty or function satisfactorily. The requirements listed in the following sections are representative of the knowledge, skills and abilities required.

LANGUAGE/VERBAL SKILLS: Must be able to read, write, speak and understand the English language. Level 4 of the attachment.

MATHEMATICAL SKILLS: Level 3 of the attachment.

REASONING ABILITY: Level 4 of the attachment.

COMPUTER SKILLS: Ability to operate and understand a computer terminal (Windows PC), its operating programs and peripheral equipment. Ability to use Microsoft Office, specifically Outlook, Excel and Word (2013).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Superior knowledge of the Common Pleas Case Management System (CPCMS). Knowledge of the Pennsylvania criminal court case processes. Ability to assess and adjust correctly the common pleas court ordered costs, fines, fees and restitution. Good communication skills. Ability to work with others. Organized.

EDUCATION AND/OR EXPERIENCE: Associate's degree from an accredited college or university preferably in Business Administration with at least 15 credits in accounting. Ability to perform detailed work with written or numerical data and to make arithmetical calculations rapidly and accurately. Some experience performing bookkeeping or clerical accounting work. A combination of experience and training that provides the required knowledge, skills and abilities may be considered. Must be able to pass a criminal background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

Successfully complete the AOPC's CPCMS Fiscal Training and Payment Plan and Enforcement Training courses.

Assistant Fiscal Supervisor – Attachment to Job Description

PHYSICAL DEMANDS:

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel or crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Regular Conversation

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Moving/carrying reams of paper and/or files

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

Make notes on the specific job duties that require the physical demands selected above.

- Close vision is required because of the intensity of the work that is done and its proximity with computer screens. Ability to adjust focus is required due to the work with computers.

WORK ENVIRONMENT:

How much exposure to the following environmental conditions does this job require?

Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	Under 1/3		To Over 2/3	
	None	1/3	2/3	2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Works around electrical equipment e.g. computers

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

- The sound level may be quieter or louder depending on the activities at the payment window.

LANGUAGE/VERBAL SKILLS: Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- ___ Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- X Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- ___ Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ___ Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- ___ Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY: Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- ___ Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- ___ Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- X Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ___ Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- ___ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical

notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

ACCEPTABLE EXPERIENCE AND TRAINING: Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

- Level 1: No prior experience or training.
- Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Level 6: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Level 7: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Level 8: Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

- Successfully complete the APOC's CPCMS Fiscal Training and Payment Plan and Enforcement Training courses.

COUNTY OF LEBANON

Job Specification

Job Title: Collections Officer I

Pay Grade: 7-1

Department: Collections & Disbursement Unit – Lebanon County Probation Services

Prepared By: Suzanne E. Miller, Fiscal Supervisor, CDU – Probation Services

Date Prepared: 10/20/2017

PURPOSE OF THE POSITION: Enforces and pursues the collection of the Lebanon County Common Pleas Court ordered costs, fines, fees and restitution of those whose maximum County sentence has expired, those currently serving a State sentence, Special State supervision, Summary Appeal costs, fines, fees and restitution and Juvenile Delinquency cases where the subject juvenile is 21 years of age or older.

REPORTING RELATIONSHIPS: The Collections Officer reports to the Collections Officer II – Assistant Supervisor. In the absence of the Collections Officer II, the Collections Officer I shall report to the Fiscal Supervisor of the CDU. In the absence of the Fiscal Supervisor, the Collections Officer I reports to the Director of Probation Services.

SUPERVISORY RELATIONSHIPS: None. This position includes a case load of offenders. This position does not supervise any other position within Lebanon County.

ESSENTIAL FUNCTIONS OF THE JOB: Every effort has been made to make this description/specification as complete as possible. However, it in no way states or implies that these are the only duties that will be required for the position. *The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.*

- Enforces and pursues the collection of Lebanon County costs/fines/fees/restitution of Offenders that have reached their maximum county sentence date, yet still owe those costs/fines/fees/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 costs/fines/fees/restitution for Offenders on State Parole and Special State supervision.
- Enforces and pursues the collection of Lebanon County Summary Appeal costs/fines/fees/restitution.

- Enforces and pursues the collections of Lebanon County Juvenile Delinquency cases where the subject juvenile is 21 or older.
- Works with the various prisons to enforce and pursue collection of those Offenders who reach their maximum sentence while incarcerated.
- Works with various programs and other Local, County, State and Federal government agencies to locate “lost” cases. Searches for people using, but not limited to:
 - JNET
 - UJS Portal
 - VineLink
 - Federal Bureau of Prisons
- May represent the CDU in Fines and Costs Contempt court
 - May schedule cases to appear for Fines and Costs Contempt court
- Responsible for maintaining (establishing, revising, reporting) a correct record of Failure to Appear for Contempt Court bench warrants within CPCMS accounting notes.
 - Record for each docket the date and bail amount of the warrant.
 - If applicable, what procedure (amount) is requested to lift the warrant
- Responsible for maintain (establishing, revising, reporting) a correct record of Orders imposed at Fines and Costs Contempt Court sessions within the CPCMS accounting notes.
 - Record for each docket the determination of the Court.
- Responsible for maintaining (establishing, revising, reporting) a correct record of “collections supervision” payment plans/agreements and wage attachments within CPCMS the accounting notes.
 - Cases are assigned to an officer based on the persons last name
 - Determines rates of payment plans (in compliance with CDU policies)
- Has general knowledge of the Accounting Clerk duties

NON-ESSENTIAL FUNCTIONS OF THE JOB:

The County of Lebanon reserves the right to add or change the duties of this classification at any time.

PHYSICAL AND SENSORY DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to speak, hear, see, sit, stand, walk, reach with hands and arms and use hands to finger or handle objects or office equipment. Speak and write the English language in an understandable manner. Push, pull, lift and carry up to 10 pounds frequently, rarely over 10 pounds. Must be able to cope with the mental stress of the position. **And other provisions as necessary.**

Operate a motor vehicle with a valid PA Driver's License.

Sitting, standing, walking (all types of terrain) for up to 7.5 hours per day.

See the attachment.

WORK ENVIRONMENT: Work is performed indoors within the collections office of the Collections and Disbursement Unit of Lebanon County Probation Services. During the workday the incumbent is subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works with the average exposure to noise, stress, and is subject to frequent interruptions.

The noise level in the work environment is usually moderate.

QUALIFICATIONS: To perform this job successfully, an employee must be able to perform each essential duty or function satisfactorily. The requirements listed in the following sections are representative of the knowledge, skills and abilities required.

LANGUAGE/VERBAL SKILLS: Must be able to read, write, speak and understand the English language. Level 4 of the attachment.

MATHEMATICAL SKILLS: Level 3 of the attachment.

REASONING ABILITY: Level 4 of the attachment.

COMPUTER SKILLS: Ability to operate and understand a computer terminal (Windows PC), its operating programs and peripheral equipment. Microsoft Office. Specifically Word, Excel and Outlook (2013)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Pennsylvania Criminal Justice System and its associated costs, fines, fees and/or restitution is a plus. Knowledge of the Common Pleas Case Management System (CPCMS) or similar state system a plus. Good communication skills. Ability to work with others. Organized.

EDUCATION AND/OR EXPERIENCE: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience OR a high school diploma, preferably with coursework in the social sciences or three to six months or related experience in the criminal justice field. An equivalent combination of

education, training and/or experience may be considered. Must be able to pass a criminal background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

Attend and successfully complete the AOPC's Payment Plans and Enforcement Training.

Collections Officer I – Job Description Attachment

PHYSICAL DEMANDS:

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel or crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Regular Conversation

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Moving/carrying reams of paper and/or files.

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

Make notes on the specific job duties that require the physical demands selected above.

- Close vision is required because of the intensity of the work that is done and its proximity with computer screens. Ability to adjust focus is required due to the work with computers.

WORK ENVIRONMENT:

How much exposure to the following environmental conditions does this job require?

Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Works with computers

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

- The sound level may be quieter or louder depending on the activities occurring in the interview rooms.

LANGUAGE/VERBAL SKILLS: Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- ___ Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- ___ Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- ___ Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- ___ Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- ___ Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- _X_ Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- ___ Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ___ Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- ___ Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY: Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- ___ Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- ___ Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- _X_ Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ___ Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- ___ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

ACCEPTABLE EXPERIENCE AND TRAINING: Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

- ___ Level 1: No prior experience or training.
- ___ Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- ___ Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- ___ Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- ___ Level 6: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- ___ Level 7: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- ___ Level 8: Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- ___ Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

- Attend and successfully complete the AOPC's Payment Plans and Enforcement Training

COUNTY OF LEBANON

Job Specification

Job Title: Collections Officer II - Assistant Supervisor

Pay Grade: 8-1 (suggested)

Department: Collections & Disbursement Unit – Lebanon County Probation Services

Prepared By: Suzanne E. Miller, Fiscal Supervisor, CDU – Probation Services

Date Prepared: 10/20/2017

PURPOSE OF THE POSITION: Enforces and pursues the collection of the Lebanon County Common Pleas Court ordered costs, fines, fees and restitution of those whose maximum County sentence has expired, those currently serving a State sentence, Special State supervision, Summary Appeal costs, fines, fines and restitution and Juvenile Delinquency cases where the subject juvenile is 21 years of age or older. Assists the Juvenile Unit with the monitoring/scheduling of administrative monitoring juvenile delinquency cases where the subject juvenile is under 21 years of age. Supervises three (3) Collections Officer Is. This position is the back-up for the Fiscal Supervisor for contempt of court and juvenile fiscal monitoring related issues.

REPORTING RELATIONSHIPS: Reports directly to the Fiscal Supervisor of the CDU. In the absences of the Fiscal Supervisor, reports to the Director of Probation Services.

SUPERVISORY RELATIONSHIPS: This position includes a case load of offenders, and supervises three (3) Collections Officer Is.

ESSENTIAL FUNCTIONS OF THE JOB: Every effort has been made to make this description/specification as complete as possible. However, it in no way states or implies that these are the only duties that will be required for the position. *The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.*

- Supervises three (3) Collections Officer Is
- Enforces and pursues the collection of Lebanon County costs/fines/fees/restitution of Offenders that have reached their maximum county sentence date, yet still owe those costs/fines/fees/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 costs/fines/fees/restitution for Offenders on State Parole and Special State supervision.

- Enforces and pursues the collection of Lebanon County Summary Appeal costs/fines/fees/restitution.
- Enforces and pursues the collections of Lebanon County Juvenile Delinquency cases where the subject juvenile is 21 years of age or older.
- Assists the Juvenile Unit with the monitoring/scheduling of juvenile delinquency cases where the subject juvenile is under 21 years of age.
- Works with various prisons to enforce and pursue collection of those Offenders who reach their maximum sentence while incarcerated
- Works with various programs and Local, County, State and Federal government agencies to locate “lost” cases. Searches for people using, but not limited to:
 - JNET
 - UJS Portal
 - VineLink
 - Federal Bureau of Prisons
- May represent the CDU in Fines and Costs Contempt court
 - May schedule cases to appear for Fines and Costs Contempt court
 - May create the corresponding Contempt Court List
 - May schedule juvenile fiscal monitoring cases to appear for a six (6) month review
 - May create the corresponding JV Fiscal Monitoring 6 month review court list
- Responsible for maintaining (establishing, revising, reporting) a correct record of Failure to Appear for Contempt Court bench warrants within the CPCMS accounting notes.
 - Record for each docket the date and bail amount of the warrant.
 - If applicable, what procedure (amount) is requested to lift the warrant.
- Responsible for maintain (establishing, revising, reporting) a correct record of Orders imposed at Fines and Costs Contempt Court sessions within the CPCMS accounting notes.
 - Record for each docket the determination of the Court.
- Responsible for maintaining (establishing, revising, reporting) a correct record of “collections supervision” payment plans/agreements and wage attachments within the CPCMS accounting notes.
 - Cases are assigned to an officer based on the persons last name
 - Determines rates of payment plans (in compliance with CDU policies)
- Has general knowledge of the Accounting Clerk duties

NON-ESSENTIAL FUNCTIONS OF THE JOB:

The County of Lebanon reserves the right to add or change the duties of this classification at any time.

PHYSICAL AND SENSORY DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to speak, hear, see, sit, stand, walk, reach with hands and arms and use hands to finger or handle objects or office equipment. Speak and write the English language in an understandable manner. Push, pull, lift and carry up to 10 pounds frequently, rarely over 10 pounds. Must be able to cope with the mental stress of the position. **And other provisions as necessary.**

Operate a motor vehicle with a valid PA Driver's License.

Sitting, standing, walking (all types of terrain) for up to 7.5 hours per day.

See the attachment.

WORK ENVIRONMENT: Work is performed indoors within collections office of the Collections and Disbursement Unit of Lebanon County Probation Services. During the workday the incumbent is subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works with the average exposure to noise, stress, and is subject to frequent interruptions.

The noise level in the work environment is usually moderate.

QUALIFICATIONS: To perform this job successfully, an employee must be able to perform each essential duty or function satisfactorily. The requirements listed in the following sections are representative of the knowledge, skills and abilities required.

LANGUAGE/VERBAL SKILLS: Must be able to read, write, speak and understand the English language. Level 4 of the attachment.

MATHEMATICAL SKILLS: Level 3 of the attachment.

REASONING ABILITY: Level 4 of the attachment.

COMPUTER SKILLS: Ability to operate and understand a computer terminal (Windows PC), its operating programs and peripheral equipment. Microsoft Office. Specifically Word, Excel and Outlook (2013)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Pennsylvania Criminal Justice System and its associated costs, fines, fees and/or restitution. Knowledge of the Common Pleas Case Management System (CPCMS) or similar state system. Good communication skills. Ability to work with others. Organized.

EDUCATION AND/OR EXPERIENCE: Associate's degree from an accredited college or university preferably in Criminal Justice or Business Administration OR A high school diploma, preferably with coursework in the social sciences AND three (3) years' experience as a Collections Officer I. An equivalent combination of education, training and/or experience may be considered. Must be able to pass a criminal background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

Attend and successfully complete the AOPC's Calendar/Scheduling Training and Payment Plans and Enforcement Training.

Collections Officer II – Assistant Supervisor – Job Description Attachment

PHYSICAL DEMANDS:

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel or crouch		X		
*Talk or hear				X
Taste or smell	X			

*Regular Conversation

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Up to 10 pounds		X		
*Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

*Moving/carrying reams of paper and/or files.

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

Make notes on the specific job duties that require the physical demands selected above.

- Close vision is required because of the intensity of the work that is done and its proximity with computer screens.
- Ability to adjust focus is required due to the work with computers.

WORK ENVIRONMENT:

How much exposure to the following environmental conditions does this job require?

Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 To 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Works with computers

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

- The sound level may be quieter or louder depending on the activities occurring in the interview rooms.

LANGUAGE/VERBAL SKILLS: Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- ___ Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- ___ Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- ___ Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- ___ Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- ___ Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- ___ Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ___ Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- ___ Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY: Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- ___ Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- ___ Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ___ Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- ___ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical

notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

ACCEPTABLE EXPERIENCE AND TRAINING: Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

- Level 1: No prior experience or training.
- Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Level 6: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Level 7: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Level 8: Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

- Attend and successfully complete the AOPC's Calendar/Scheduling Training and Payment Plans and Enforcement Training

COUNTY OF LEBANON

Job Specification

Job Title: Fiscal Supervisor

Pay Grade: 13-1 (suggested)

Department: Collections & Disbursement Unit – Lebanon County Probation Services

Prepared By: Suzanne E. Miller, Fiscal Supervisor, CDU – Probation Services

Date Prepared: 10/20/2017

PURPOSE OF THE POSITION: Manage and supervise the Collections and Disbursement Unit (CDU) of Lebanon County Probation Services.

REPORTING RELATIONSHIPS: Reports directly to the Director of Probation Services.

SUPERVISORY RELATIONSHIPS: Supervises the Assistant Fiscal Supervisor, Collections Officer II, two (2) Collections Officer Is, the Accounting Clerk II and two (2) Accounting Clerk Is.

ESSENTIAL FUNCTIONS OF THE JOB: Every effort has been made to make this description/specification as complete as possible. However, it in no way states or implies that these are the only duties that will be required for the position. *The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.*

- Supervise, manage, train, and educate the six (6) staff members of the CDU
- Oversee and adjust all non-bail related financial assessments within the Common Pleas Case Management System (CPCMS).
- Knowledge of Pennsylvania statute, rule, local rule or other law which has a fiscal implication for the Common Pleas Courts.
- Receipt and record payments in CPCMS.
- Coordinate the Fines and Costs Contempt Court sessions of Lebanon County.
- Attend Court as a representative of the CDU.
- Knowledge of criminal and juvenile delinquency court procedures that have a fiscal impact.
- Answer questions regarding payment plans and the dunning process of Lebanon County.

- Balance the cash drawers each day for the daily deposit.
- Disburse checks related to the Lebanon County Common Pleas Courts for reimbursement to Lebanon County, Local Municipalities, various Pennsylvania State agencies, defendants, victims and related payors.
- Create Probation specific miscellaneous dockets in CPCMS.
- Complete the weekly/monthly bank reconciliations.
- Create and maintain the budget for the CDU.
- Prepare required documents and accompany the Director of Probation Services to the annual Lebanon County Budget meeting.
- Prepare documents for and communicate directly with the Lebanon County Common Pleas Court Judges.

NON-ESSENTIAL FUNCTIONS OF THE JOB:

The County of Lebanon reserves the right to add or change the duties of this classification at any time.

PHYSICAL AND SENSORY DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to speak, hear, see, sit, stand, walk, reach with hands and arms and use hands to finger or handle objects or office equipment. Speak and write the English language in an understandable manner. Push, pull, lift and carry up to 10 pounds frequently, but rarely over 10 pounds. Must be able to cope with the mental stress of the position. **And other provisions as necessary.**

Operate a motor vehicle with a valid PA Driver's License.

Sitting, standing, walking (all types of terrain) for up to 7.5 hours per day.

See the attachment.

WORK ENVIRONMENT: Work is performed indoors within the office of the Fiscal Supervisor of the Collections & Disbursement Unit of Lebanon County Probation Services. During the workday the incumbent is subject to frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works with the average exposure to noise, stress, and is subject to frequent interruptions.

The noise level in the work environment is usually moderate.

QUALIFICATIONS: To perform this job successfully, an employee must be able to perform each essential duty or function satisfactorily. The requirements listed in the following sections are representative of the knowledge, skills and abilities required.

LANGUAGE/VERBAL SKILLS: Must be able to read, write, speak and understand the English language. Level 5 of the attachment.

MATHEMATICAL SKILLS: Level 4 of the attachment.

REASONING ABILITY: Level 5 of the attachment.

COMPUTER SKILLS: Ability to operate and understand a computer terminal (Windows PC), its operating programs and peripheral equipment. Ability to use Microsoft Office, specifically Outlook, Excel and Word (2013).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Superior knowledge of the Common Pleas Case Management System (CPCMS). Knowledge of the Pennsylvania criminal and juvenile delinquency court case processes. Ability to assess and adjust correctly the common pleas court ordered costs, fines, fees and restitution. Good communication skills. Ability to work with others. Organized.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree from an accredited college or university, preferably in Criminal Justice or Business Administration with at least 15 credits in accounting OR Associate's degree from an accredited college or university preferably in Criminal Justice or Business Administration with at least 15 credits in accounting AND three (3) years' experience in performing administrative or supervisory duties in a business or government setting. An equivalent combination of education, experience and training that provides the required knowledge, skills and abilities may be considered. Must be able to pass a criminal background check.

CERTIFICATES, LICENSES, REGISTRATIONS:

Successfully complete the AOPC's CPCMS Calendar/Scheduling Training, Fiscal Training and Payment Plan and Enforcement Training courses.

Fiscal Supervisor – Attachment to Job Description

PHYSICAL DEMANDS:

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel or crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Regular Conversation

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	Under	1/3 To	Over	
	None	1/3	2/3	2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Moving/carrying reams of paper and/or files

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

Make notes on the specific job duties that require the physical demands selected above.

- Close vision is required due to the intensity of the work that is done and its proximity with computer screens. Ability to adjust focus is required due to the work with computers.

WORK ENVIRONMENT:

How much exposure to the following environmental conditions does this job require?

Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	Under 1/3		To Over 2/3	
	None	1/3	2/3	2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Works around electrical equipment e.g. computers

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

- The sound level may be quieter or louder depending on the activities occurring surrounding the office space.

LANGUAGE/VERBAL SKILLS: Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

- ___ Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- ___ Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- ___ Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- ___ Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- X Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- ___ Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY: Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- ___ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

ACCEPTABLE EXPERIENCE AND TRAINING: Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

- ___ Level 1: No prior experience or training.
- ___ Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- ___ Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- ___ Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- ___ Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Level 6: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- ___ Level 7: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- ___ Level 8: Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- ___ Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

- Successfully complete the AOPC's CPCMS Calendar/Scheduling Training, Fiscal Training and Payment Plan and Enforcement Training courses.

Collections and Disbursement Unit

Accounts Summary

Tab 2

IN THIS SECTION:

- Summary
- County Revenue Collected Probation and CDU
- Accounts Receivable – November 2017
- Payment Plan Payments 2015 – October 2017
- Disbursement History 2007 - 2016
- Collections Rate 2007 - 2016
- Contempt Court Summary
- Collections Agency Summary

Summary

The purpose of this section is to impress the fact the Collections and Disbursement Unit and Probation Services as a whole is effective and efficient in its collections of the outstanding court costs, fines, fees and restitution. While collections agencies are used within many counties, on average, Lebanon County disburses and collects more than most of the counties who use those agencies.

- Responsible for the collection of approximately 2.4 million dollars in county revenue each year.
- There is currently over 39 million dollars receivable in court costs, fines, fees and restitution of which, 75% is either County costs, fees and fines and private restitution.
- Lebanon County is historically within the top twenty counties for disbursements and consistently out performs larger class size counties.
- Lebanon County's collections rate is the highest in 8 of the past 10 years when compared to the Pennsylvania overall, class 5 and class 4 averages.

County Revenue Collected by Probation and CDU

Revenue line items within Lebanon County collected **entirely** by Probation and CDU

001-184-4331-005-0000000 Court Costs and Fines
001-195-4361-554-0000000 DA Prosecution Costs-ARD, RAP
001-199-4361-534-0000000 CRN Fees
001-199-4361-544-0000000 CRN Missed Fees
001-206-4361-584-0000000 Central Booking Fees
001-236-4339-045-0000000 Electronic Monitoring Fees
001-236-4339-125-0000000 Supervision Transfer Fee
001-236-4339-145-0000000 Interstate Compact Fee
001-236-4339-165-0000000 SCRAM Service Fees
001-236-4352-013-0000000 Adult Probation Supervision Fee Reimbursement**
001-236-4361-524-0000000 Adult Probation Drug Test Fees
001-237-4339-065-0000000 Juvenile Monthly Service Fee
001-237-4339-105-0000000 Juvenile Electronic Service Fee
001-237-4339-195-0000000 Informal Adjustment – Juvenile Admin Fee
001-245-4361-474-0000000 Costs, Fines, Restitution – NSF Check Fee
001-245-4361-484-0000000 Costs, Fines, Restitution – Copies Fee
001-248-4339-175-0000000 Public Safety Fee
001-248-4361-662-0000000 DUI Court Fees
001-248-4361-672-0000000 DUI Court SCRAM Fees
001-248-4361-682-0000000 DUI Court EM Fees

** This amount, if any, is determined by the President Judge. The supervision fees from which this amount is determined are collected by Probation and CDU.

Revenue line items within Lebanon County collected **in part** by Probation and CDU

001-195-4339-015-0000000 Clerk of Court Fees
001-195-4361-134-0000000 Prothonotary Fees
001-197-4361-094-0000000 Sheriff Fees

Accounts Receivable - Lebanon County

There is currently over 39 million dollars receivable in court costs, fines, fees and restitution.

	Total Due	Paid To Date	Adj. Amount	Balance
Summary by Docket Type				
Total for Docket Type Criminal:	\$50,691,319.66	(\$8,677,347.34)	(\$5,187,088.82)	\$36,826,883.50
Total for Docket Type Juvenile:	\$1,658,656.65	(\$282,545.49)	(\$285,291.90)	\$1,090,819.26
Total for Docket Type Juvenile Miscellaneous:	\$790.00	\$0.00	\$0.00	\$790.00
Total for Docket Type Miscellaneous:	\$1,780,040.09	(\$250,114.15)	(\$610,440.12)	\$919,485.82
Total for Docket Type Summary Appeal:	\$450,647.65	(\$75,264.09)	(\$115,875.00)	\$259,508.56
Summary by Assessment				
Total for Fines and Costs/Fees:	\$33,738,400.06	(\$6,354,156.94)	(\$1,886,613.80)	\$25,497,629.32
Total for Restitution:	\$20,777,040.77	(\$2,907,814.93)	(\$4,309,917.04)	\$13,559,308.80
 Grand Total	 \$54,515,440.83	 (\$9,261,971.87)	 (\$6,196,530.84)	 \$39,056,938.12

[J/S] - Joint and Several Restitution is only included once in totals calculations.

Included in the above figures

County costs, fines and fees: 17.7 million

Private Restitution: 12.1 million

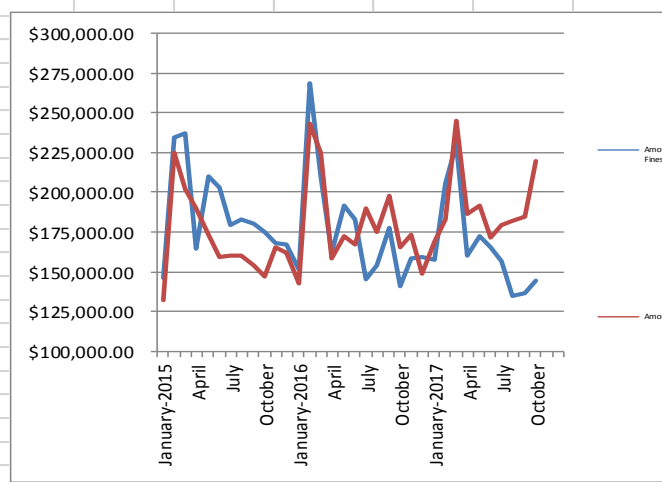
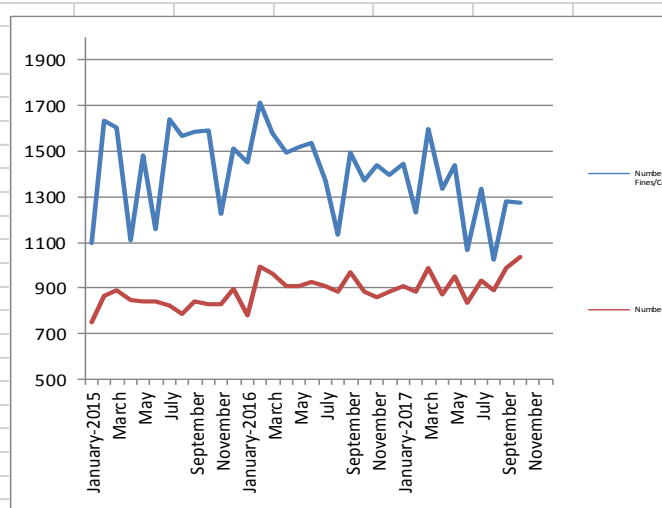
State costs, fines, fees and restitution: 8.3 million

Municipality costs, fines and fees: 900 thousand

Payment Plan Payments

Payments received on a payment plan created by the Collections and Disbursement Unit and enforced by Probation or Collections Officers

	Probation Officers			Collections Officers		
	Offenders Paid	Amount	Average	Offenders Paid	Amount	Average
January-2015	751	\$ 132,229.58	\$ 176.07	1098	\$ 146,132.27	\$ 133.09
February	867	\$ 224,712.19	\$ 259.18	1632	\$ 234,759.14	\$ 143.85
March	891	\$ 201,852.66	\$ 226.55	1602	\$ 237,049.54	\$ 147.97
April	848	\$ 189,459.56	\$ 223.42	1107	\$ 164,434.29	\$ 148.54
May	844	\$ 173,403.73	\$ 205.45	1480	\$ 210,080.30	\$ 141.95
June	844	\$ 158,931.71	\$ 188.31	1157	\$ 202,772.34	\$ 175.26
July	823	\$ 160,303.02	\$ 194.78	1641	\$ 179,540.04	\$ 109.41
August	788	\$ 159,900.35	\$ 202.92	1570	\$ 183,197.72	\$ 116.69
September	840	\$ 153,748.38	\$ 183.03	1584	\$ 179,885.31	\$ 113.56
October	828	\$ 147,222.74	\$ 177.81	1593	\$ 174,967.58	\$ 109.84
November	828	\$ 165,144.26	\$ 199.45	1228	\$ 167,685.00	\$ 136.55
December	894	\$ 161,634.86	\$ 180.80	1512	\$ 166,904.20	\$ 110.39
	10046			17204		
Average	837	\$ 169,045.25	\$ 201.48	1434	\$ 187,283.98	\$ 132.26
January-2016	783	\$ 142,673.52	\$ 182.21	1450	\$ 151,464.91	\$ 104.46
February	996	\$ 243,033.86	\$ 244.01	1714	\$ 268,651.60	\$ 156.74
March	962	\$ 225,112.93	\$ 234.01	1578	\$ 209,638.15	\$ 132.85
April	911	\$ 158,129.22	\$ 173.58	1496	\$ 162,224.55	\$ 108.44
May	908	\$ 172,800.46	\$ 190.31	1518	\$ 191,971.32	\$ 126.46
June	928	\$ 167,114.15	\$ 180.08	1536	\$ 183,043.33	\$ 119.17
July	911	\$ 189,842.63	\$ 208.39	1370	\$ 145,020.76	\$ 105.85
August	882	\$ 175,435.11	\$ 198.91	1133	\$ 153,744.69	\$ 135.70
September	970	\$ 198,095.25	\$ 204.22	1495	\$ 177,658.68	\$ 118.84
October	886	\$ 165,803.41	\$ 187.14	1374	\$ 140,905.78	\$ 102.55
November	858	\$ 172,920.70	\$ 201.54	1437	\$ 158,750.33	\$ 110.47
December	882	\$ 148,601.91	\$ 168.48	1395	\$ 158,851.02	\$ 113.87
	10877			17496		
Average	906	\$ 179,963.60	\$ 197.74	1458	\$ 175,160.43	\$ 119.62
January-2017	910	\$ 168,964.11	\$ 185.67	1446	\$ 157,512.92	\$ 108.93
February	887	\$ 182,983.43	\$ 206.29	1232	\$ 205,547.84	\$ 166.84
March	987	\$ 244,976.72	\$ 248.20	1598	\$ 229,680.92	\$ 143.73
April	870	\$ 186,144.40	\$ 213.96	1337	\$ 160,408.55	\$ 119.98
May	949	\$ 191,770.12	\$ 202.08	1440	\$ 172,280.08	\$ 119.64
June	834	\$ 171,149.43	\$ 205.22	1066	\$ 165,126.89	\$ 154.90
July	936	\$ 179,209.85	\$ 191.46	1336	\$ 156,286.65	\$ 116.98
August	892	\$ 182,404.61	\$ 204.49	1025	\$ 135,071.17	\$ 131.78
September	990	\$ 184,800.04	\$ 186.67	1283	\$ 136,137.48	\$ 106.11
October	1034	\$ 219,330.41	\$ 212.12	1276	\$ 144,729.39	\$ 113.42
November						
December						
Average	929	\$ 191,173.31	\$ 205.62	1304	\$ 166,278.19	\$ 128.23



Common Pleas Court Disbursement Data – AOPC

Disbursements made on CPCMS as compiled by the AOPC

Rank	County	Size	2012	County	Size	2013	County	Size	2014	County	Size	2015	County	Size	2016
1	Philadelphia	1	\$ 23,136,922.00	Philadelphia	1	\$ 15,433,190.00	Allegheny	2	\$ 16,449,185.00	Allegheny	2	\$ 16,173,893.00	Allegheny	2	\$ 15,497,561.00
2	Allegheny	2	\$ 13,871,276.00	Allegheny	2	\$ 14,705,881.00	Philadelphia	1	\$ 14,375,434.00	Philadelphia	1	\$ 14,015,251.00	Philadelphia	1	\$ 13,668,493.00
3	Montgomery	2A	\$ 9,708,246.00	Montgomery	2A	\$ 10,745,574.00	York	3	\$ 10,758,041.00	York	3	\$ 11,750,630.00	Montgomery	2A	\$ 11,607,813.00
4	Bucks	2A	\$ 9,645,672.00	York	3	\$ 10,177,191.00	Montgomery	2A	\$ 10,653,796.00	Montgomery	2A	\$ 11,336,477.00	York	3	\$ 11,023,829.00
5	York	3	\$ 9,314,485.00	Bucks	2A	\$ 10,009,051.00	Bucks	2A	\$ 10,377,717.00	Bucks	2A	\$ 9,864,937.00	Bucks	2A	\$ 9,712,188.00
6	Lancaster	3	\$ 8,296,258.00	Lancaster	3	\$ 8,471,196.00	Lancaster	3	\$ 8,590,211.00	Lehigh	3	\$ 8,830,966.00	Lancaster	3	\$ 9,077,024.00
7	Lehigh	3	\$ 7,753,502.00	Lehigh	3	\$ 7,915,094.00	Lehigh	3	\$ 7,922,070.00	Lancaster	3	\$ 8,677,003.00	Lehigh	3	\$ 8,828,419.00
8	Delaware	2A	\$ 7,310,237.00	Chester	3	\$ 7,835,063.00	Dauphin	3	\$ 7,471,701.00	Delaware	2A	\$ 7,832,700.00	Delaware	2A	\$ 8,387,974.00
9	Chester	3	\$ 7,095,612.00	Dauphin	3	\$ 7,660,818.00	Berks	3	\$ 7,354,369.00	Dauphin	3	\$ 7,782,467.00	Dauphin	3	\$ 8,131,195.00
10	Berks	3	\$ 6,842,393.00	Delaware	2A	\$ 7,026,193.00	Delaware	2A	\$ 7,304,485.00	Chester	3	\$ 7,128,774.00	Berks	3	\$ 7,336,121.00
11	Dauphin	3	\$ 6,310,635.00	Berks	3	\$ 6,941,711.00	Chester	3	\$ 7,286,355.00	Berks	3	\$ 7,120,788.00	Chester	3	\$ 7,043,041.00
12	Northampton	3	\$ 5,917,787.00	Northampton	3	\$ 5,936,675.00	Northampton	3	\$ 5,703,271.00	Westmoreland	3	\$ 6,318,986.00	Westmoreland	3	\$ 5,717,622.00
13	Westmoreland	3	\$ 5,005,307.00	Westmoreland	3	\$ 5,358,374.00	Westmoreland	3	\$ 5,656,576.00	Northampton	3	\$ 5,472,261.00	Northampton	3	\$ 5,582,951.00
14	Cumberland	3	\$ 4,540,590.00	Erie	3	\$ 4,434,392.00	Cumberland	4	\$ 4,425,872.00	Cumberland	4	\$ 4,679,651.00	Cumberland	4	\$ 4,993,666.00
15	Erie	3	\$ 4,420,799.00	Cumberland	3	\$ 4,096,597.00	Centre	5	\$ 4,384,251.00	Erie	3	\$ 4,435,985.00	Erie	3	\$ 4,478,444.00
16	Centre	5	\$ 4,348,114.00	Lackawanna	3	\$ 4,012,988.00	Erie	3	\$ 4,352,639.00	Lebanon	5	\$ 4,197,628.00	Lebanon	5	\$ 4,432,760.00
17	Lebanon	5	\$ 4,013,134.00	Cambria	4	\$ 3,926,946.00	Lebanon	5	\$ 4,040,019.00	Centre	5	\$ 4,124,868.00	Cambria	4	\$ 4,156,548.00
18	Lackawanna	3	\$ 3,685,398.00	Lebanon	5	\$ 3,892,796.00	Cambria	4	\$ 3,590,889.00	Cambria	4	\$ 3,840,197.00	Lackawanna	3	\$ 3,785,058.00
19	Cambria	4	\$ 3,622,507.00	Centre	5	\$ 3,799,267.00	Lackawanna	3	\$ 3,581,800.00	Lackawanna	3	\$ 3,837,607.00	Washington	4	\$ 3,584,929.00
20	Butler	4	\$ 3,534,316.00	Washington	4	\$ 3,464,221.00	Butler	4	\$ 3,461,628.00	Butler	4	\$ 3,533,283.00	Centre	5	\$ 3,504,669.00
21	Washington	4	\$ 3,368,559.00	Butler	4	\$ 3,332,829.00	Washington	4	\$ 3,410,302.00	Washington	4	\$ 3,490,427.00	Luzerne	3	\$ 3,458,728.00
22	Blair	5	\$ 3,148,019.00	Luzerne	3	\$ 3,234,918.00	Luzerne	3	\$ 3,053,365.00	Luzerne	3	\$ 3,117,111.00	Butler	4	\$ 3,398,705.00
23	Luzerne	3	\$ 3,119,399.00	Blair	5	\$ 2,990,168.00	Blair	5	\$ 3,003,888.00	Blair	5	\$ 3,058,562.00	Franklin	5	\$ 3,212,188.00
24	Monroe	5	\$ 2,762,856.00	Monroe	5	\$ 2,947,295.00	Franklin	5	\$ 2,983,332.00	Franklin	5	\$ 2,960,148.00	Adams	6	\$ 3,069,427.00
25	Franklin	5	\$ 2,752,940.00	Lycoming	5	\$ 2,920,229.00	Lycoming	5	\$ 2,738,491.00	Adams	6	\$ 2,805,931.00	Blair	5	\$ 2,949,591.00
26	Adams	6	\$ 2,689,215.00	Franklin	5	\$ 2,853,508.00	Monroe	5	\$ 2,707,033.00	Lycoming	5	\$ 2,801,866.00	Monroe	5	\$ 2,882,733.00
27	Lycoming	5	\$ 2,540,351.00	Adams	6	\$ 2,591,360.00	Adams	6	\$ 2,677,476.00	Monroe	5	\$ 2,669,950.00	Lycoming	5	\$ 2,834,354.00
28	Beaver	4	\$ 2,391,218.00	Beaver	4	\$ 2,584,248.00	Beaver	4	\$ 2,600,926.00	Beaver	4	\$ 2,604,673.00	Beaver	4	\$ 2,710,254.00
29	Fayette	4	\$ 2,110,872.00	Fayette	4	\$ 2,333,827.00	Fayette	4	\$ 2,018,247.00	Fayette	4	\$ 2,249,861.00	Fayette	4	\$ 2,472,392.00
30	Schuylkill	4	\$ 1,900,117.00	Clearfield	6	\$ 1,951,727.00	Mercer	5	\$ 1,810,650.00	Northumberland	5	\$ 2,036,398.00	Mercer	5	\$ 1,871,909.00
31	Northumberland	5	\$ 1,873,524.00	Indiana	6	\$ 1,808,562.00	Clearfield	6	\$ 1,789,081.00	Mercer	5	\$ 1,875,632.00	Clearfield	6	\$ 1,831,223.00
32	Clearfield	6	\$ 1,718,418.00	Schuylkill	4	\$ 1,759,121.00	Crawford	6	\$ 1,713,794.00	Crawford	6	\$ 1,871,667.00	Northumberland	5	\$ 1,757,104.00
33	Mercer	5	\$ 1,663,677.00	Northumberland	5	\$ 1,709,123.00	Northumberland	5	\$ 1,678,230.00	Schuylkill	4	\$ 1,748,187.00	Crawford	6	\$ 1,736,513.00
34	Indiana	6	\$ 1,658,551.00	Mercer	5	\$ 1,692,500.00	Indiana	6	\$ 1,642,817.00	Clearfield	6	\$ 1,729,071.00	Schuylkill	4	\$ 1,702,974.00
35	Crawford	6	\$ 1,554,272.00	Crawford	6	\$ 1,535,759.00	Schuylkill	4	\$ 1,619,039.00	Indiana	6	\$ 1,587,051.00	Carbon	6	\$ 1,387,008.00
36	Bradford	6	\$ 1,398,867.00	Lawrence	5	\$ 1,397,092.00	Carbon	6	\$ 1,383,629.00	Carbon	6	\$ 1,416,944.00	Indiana	6	\$ 1,384,336.00
37	Lawrence	5	\$ 1,277,685.00	Carbon	6	\$ 1,352,331.00	Bradford	6	\$ 1,352,019.00	Bradford	6	\$ 1,320,873.00	Bradford	6	\$ 1,336,911.00
38	Venango	6	\$ 1,241,880.00	Bradford	6	\$ 1,346,287.00	Venango	6	\$ 1,270,371.00	Bedford	6	\$ 1,234,209.00	Venango	6	\$ 1,305,896.00
39	Jefferson	6	\$ 1,217,381.00	Venango	6	\$ 1,185,390.00	Jefferson	6	\$ 1,235,890.00	Warren	6	\$ 1,231,679.00	Jefferson	6	\$ 1,304,642.00
40	Pike	6	\$ 1,214,913.00	Jefferson	6	\$ 1,167,968.00	Lawrence	5	\$ 1,206,884.00	Venango	6	\$ 1,186,885.00	Lawrence	5	\$ 1,241,898.00
41	Somerset	6	\$ 1,197,904.00	Pike	6	\$ 1,127,321.00	Warren	6	\$ 1,151,443.00	Lawrence	5	\$ 1,150,113.00	Mifflin	6	\$ 1,212,774.00
42	Carbon	6	\$ 1,156,586.00	Somerset	6	\$ 1,114,087.00	Bedford	6	\$ 1,129,553.00	Pike	6	\$ 1,127,936.00	Pike	6	\$ 1,202,588.00
43	Warren	6	\$ 1,085,048.00	Warren	6	\$ 1,104,151.00	Pike	6	\$ 1,123,119.00	Huntingdon	6	\$ 1,126,135.00	Warren	6	\$ 1,191,413.00
44	Greene	6	\$ 1,044,707.00	Clinton	6	\$ 1,057,575.00	Somerset	6	\$ 1,006,270.00	Armstrong	6	\$ 1,125,302.00	Bedford	6	\$ 1,146,686.00
45	Clinton	6	\$ 1,043,673.00	Wayne	6	\$ 925,580.00	Columbia	6	\$ 965,303.00	Jefferson	6	\$ 1,107,806.00	Clinton	6	\$ 1,125,787.00
46	Columbia	6	\$ 986,466.00	Columbia	6	\$ 913,734.00	Huntingdon	6	\$ 957,783.00	Mifflin	6	\$ 1,098,169.00	Huntingdon	6	\$ 1,062,774.00
47	Armstrong	6	\$ 898,974.00	Mifflin	6	\$ 912,026.00	Mifflin	6	\$ 951,969.00	Columbia	6	\$ 992,563.00	Somerset	6	\$ 1,046,709.00
48	Snyder	7	\$ 887,995.00	Bedford	6	\$ 870,526.00	Clinton	6	\$ 930,170.00	Clinton	6	\$ 991,430.00	Columbia	6	\$ 1,010,837.00
49	Mifflin	6	\$ 839,949.00	Armstrong	6	\$ 828,652.00	Snyder	7	\$ 889,355.00	Somerset	6	\$ 989,322.00	Armstrong	6	\$ 951,497.00
50	Tioga	6	\$ 822,660.00	Snyder	7	\$ 821,646.00	Tioga	6	\$ 864,874.00	Snyder	7	\$ 926,128.00	Wayne	6	\$ 876,503.00

Common Pleas Court Collection Data – AOPC

Collections rate of costs, fines, fees and restitution assessed in the Common Pleas Courts as compiled by the AOPC

	Overall								
	All	Class 5	Lebanon	Class 4					
Total Court Ordered Payments	\$ 3,716,500,956.00	\$ 356,421,659.00	\$ 50,536,018.00	\$ 318,105,456.00					
Payments Made	\$ 1,508,436,865.00	\$ 171,772,796.00	\$ 27,852,957.00	\$ 131,384,946.00					
Payments Owed	\$ 2,208,064,091.00	\$ 184,648,863.00	\$ 22,683,061.00	\$ 186,720,510.00					
Payment Percentage	40.59%	48.19%	55.12%	41.30%					
	2016					2015			
	All	Class 5	Lebanon	Class 4		All	Class 5	Lebanon	Class 4
Total Court Ordered Payments	\$ 416,989,848.00	\$ 37,149,706.00	\$ 4,476,473.00	\$ 38,299,280.00	Total Court Ordered Payments	\$ 443,413,804.00	\$ 40,735,888.00	\$ 6,468,147.00	\$ 37,685,380.00
Payments Made	\$ 103,080,147.00	\$ 10,024,970.00	\$ 1,224,473.00	\$ 9,087,966.00	Payments Made	\$ 130,180,538.00	\$ 13,195,060.00	\$ 1,946,367.00	\$ 12,336,481.00
Payments Owed	\$ 313,909,700.00	\$ 27,124,736.00	\$ 3,252,270.00	\$ 29,211,314.00	Payments Owed	\$ 313,233,266.00	\$ 27,540,828.00	\$ 4,521,780.00	\$ 25,348,899.00
Payment Percentage	24.72%	26.99%	27.35%	23.73%	Payment Percentage	29.36%	32.39%	30.09%	32.74%
	2014					2013			
	All	Class 5	Lebanon	Class 4		All	Class 5	Lebanon	Class 4
Total Court Ordered Payments	\$ 457,976,095.00	\$ 43,233,062.00	\$ 5,570,065.00	\$ 36,316,415.00	Total Court Ordered Payments	\$ 455,006,312.00	\$ 42,443,034.00	\$ 5,256,893.00	\$ 35,076,019.00
Payments Made	\$ 153,063,284.00	\$ 17,018,766.00	\$ 2,359,631.00	\$ 12,675,918.00	Payments Made	\$ 166,644,342.00	\$ 18,907,528.00	\$ 2,677,089.00	\$ 13,739,206.00
Payments Owed	\$ 304,912,811.00	\$ 26,204,297.00	\$ 3,210,434.00	\$ 23,640,497.00	Payments Owed	\$ 288,361,971.00	\$ 23,535,506.00	\$ 2,579,805.00	\$ 21,336,813.00
Payment Percentage	33.42%	39.37%	42.36%	34.90%	Payment Percentage	36.62%	44.55%	50.93%	39.17%
	2012					2011			
	All	Class 5	Lebanon	Class 4		All	Class 5	Lebanon	Class 4
Total Court Ordered Payments	\$ 436,710,742.00	\$ 41,172,482.00	\$ 6,001,779.00	\$ 33,267,537.00	Total Court Ordered Payments	\$ 405,800,360.00	\$ 40,175,315.00	\$ 5,503,604.00	\$ 32,040,412.00
Payments Made	\$ 171,460,351.00	\$ 20,225,027.00	\$ 2,750,137.00	\$ 13,973,846.00	Payments Made	\$ 172,234,098.00	\$ 20,031,779.00	\$ 3,047,407.00	\$ 14,020,984.00
Payments Owed	\$ 265,250,391.00	\$ 20,947,456.00	\$ 3,251,642.00	\$ 19,293,691.00	Payments Owed	\$ 233,566,262.00	\$ 20,143,536.00	\$ 2,456,197.00	\$ 18,019,428.00
Payment Percentage	39.26%	49.12%	45.82%	42.00%	Payment Percentage	42.44%	49.86%	55.37%	43.76%
	2010					2009			
	All	Class 5	Lebanon	Class 4		All	Class 5	Lebanon	Class 4
Total Court Ordered Payments	\$ 398,255,906.00	\$ 35,624,553.00	\$ 4,795,144.00	\$ 37,029,850.00	Total Court Ordered Payments	\$ 392,460,070.00	\$ 38,687,686.00	\$ 5,145,005.00	\$ 43,630,750.00
Payments Made	\$ 180,879,493.00	\$ 19,117,322.00	\$ 3,190,898.00	\$ 16,020,649.00	Payments Made	\$ 182,761,271.00	\$ 21,395,928.00	\$ 3,625,589.00	\$ 16,122,348.00
Payments Owed	\$ 217,376,413.00	\$ 16,507,231.00	\$ 1,604,247.00	\$ 21,009,200.00	Payments Owed	\$ 209,698,799.00	\$ 17,291,758.00	\$ 1,519,416.00	\$ 27,508,402.00
Payment Percentage	45.42%	53.66%	66.54%	43.26%	Payment Percentage	46.57%	55.30%	70.47%	36.95%
	2008					2007			
	All	Class 5	Lebanon	Class 4		All	Class 5	Lebanon	Class 4
Total Court Ordered Payments	\$ 371,273,390.00	\$ 38,678,127.00	\$ 6,328,177.00	\$ 32,733,090.00	Total Court Ordered Payments	\$ 355,604,277.00	\$ 35,671,512.00	\$ 5,467,204.00	\$ 30,326,003.00
Payments Made	\$ 179,579,019.00	\$ 21,578,296.00	\$ 4,263,344.00	\$ 16,761,153.00	Payments Made	\$ 171,634,469.00	\$ 20,303,090.00	\$ 3,992,495.00	\$ 15,734,361.00
Payments Owed	\$ 191,694,371.00	\$ 17,099,831.00	\$ 2,064,833.00	\$ 15,971,936.00	Payments Owed	\$ 183,969,807.00	\$ 15,368,422.00	\$ 1,474,709.00	\$ 14,591,642.00
Payment Percentage	48.37%	55.79%	67.37%	51.21%	Payment Percentage	48.27%	56.92%	73.03%	51.88%

Contempt Court Statistics – Summary

Summary of the Lebanon County Fines and Costs Contempt Court sessions for 2016 – 2014.

	2016^^		2015^		2014	
	Total	Avg. Per Month	Total	Avg. Per Month	Total	Avg. Per Month
LCCF	351	29	341	28	234	20
†Purge	240	20	219	18	149	12
BW Issued	864	72	832	69	679	57
‡BW Vacated	65	5	73	6	42	4
Received During Court	\$ 141,570.29	\$ 11,797.52	\$ 125,915.20	\$ 10,492.93	\$ 84,965.68	\$ 7,080.47
Received Cancel	\$ 358,706.37	\$ 29,892.20	\$ 282,186.01	\$ 23,515.50	\$ 296,089.70	\$ 24,674.14
Total Received	\$500,266.66	\$ 41,688.89	\$408,101.21	\$ 34,008.43	\$381,055.38	\$ 31,754.62
^ Court changed to Monday's in 2015						
^^ There were two extra court sessions in 2016						
† Purge orders completed through the Friday of the Contempt Court Week						
‡ Bench Warrants vacated that were issued that same Contempt Court Week						
* Received During Court includes purges and payments received to vacate bench warrants issued through Friday of the Contempt Court Week						

Collections Agencies – Summary

- Title 42 section 9730.1 dictates how Collections Agencies are administered through the Common Pleas Courts.
 - Dockets may only be sent to a collections agency by an issuing authority (aka Judge or Clerk of Courts)
 - Dockets may be sent to a collections agency prior to the expiration their maximum sentence or probation term
 - The contract for a collections agency may be negotiated by the President Judge OR the County Commissioner OR either’s designee
 - The amount of the collections fee shall NOT exceed 25% of the amount collected
 - The funds received from the Defendant shall be distributed in this sequence:
 - The collections agency fee
 - The remainder to the balance on the docket per the UDS and sentencing order
 - Dockets shall be returned from the collections agency when any of the following occur:
 - The collections agency states the balance owed is uncollectible
 - A period of 48 months (4 years) has elapsed
 - The court directs the docket to be returned

What If someone desires to pay on a docket referred to a collections agency? The policy on this differs by county. This part is negotiated and part of the contract with the Collection Agency.

Forty (40) counties use twelve (12) different collections agencies. Below is the list of counties and the agencies they use.

County	Name of Collection Agency	Size
Adams	Credit Management Company	6
Adams	National Bond and Collection Associates, Inc.	6
Allegheny	Credit Management Company	2
Armstrong	Credit Management Company	6
Beaver	Credit Management Company	4
Beaver	National Bond and Collection Associates, Inc.	4
Berks	Accounts Recovery Bureau, Inc.	3
Berks	Modern Recovery Solutions	3
Blair	Credit Management Company	5
Bucks	Transworld Solutions, Inc.	2A
Centre	Capital Recovery Systems, Inc.	5

Chester	Capital Recovery Systems, Inc.	3
Clearfield	Capital Recovery Systems, Inc.	6
Columbia	Accounts Recovery Bureau, Inc.	6
Cumberland	Credit Management Company	4
Cumberland	National Bond and Collection Associates, Inc.	4
Elk	Capital Recovery Systems, Inc.	6
Fayette	Credit Management Company	4
Forest	National Bond and Collection Associates, Inc.	8
Franklin	Credit Bureau of York	5
Franklin	Credit Management Company	5
Fulton	National Bond and Collection Associates, Inc.	8
Indiana	Credit Management Company	6
Juniata	National Bond and Collection Associates, Inc.	7
Lackawanna	Ability Recovery Services, LLC	3
Lancaster	Credit Bureau of York	3
Lancaster	APEX Asset Management	3
Lawrence	Credit Management Company	5
Luzerne	National Bond and Collection Associates, Inc.	3
Lycoming	Credit Management Company	5
Mercer	Credit Management Company	5
Mifflin	Capital Recovery Systems, Inc.	6
Montgomery	Accounts Recovery Bureau, Inc.	2A
Northampton	Modern Recovery Solutions	3
Northumberland	Credit Management Company	5
Perry	National Bond and Collection Associates, Inc.	7
Philadelphia	Harris & Harris, Ltd.	1
Philadelphia	GC Services	1
Pike	National Bond and Collection Associates, Inc.	6
Potter	Capital Recovery Systems, Inc.	8
Schuylkill	National Bond and Collection Associates, Inc.	4
Venango	Capital Recovery Systems, Inc.	6
Venango	National Bond and Collection Associates, Inc.	6
Warren	National Bond and Collection Associates, Inc.	6
Washington	Credit Management Company	4
Washington	National Bond and Collection Associates, Inc.	4
Wayne	National Bond and Collection Associates, Inc.	6
Westmoreland	Penn Credit	3
York	Credit Bureau of York	3
York	Credit Management Company	3

Collections and Disbursement Unit

Administration Requirements

Tab 3

IN THIS SECTION:

- Summary

- Entry of Lebanon County Common Pleas Court costs, fines, fees and restitution

- Collection and Enforcement of Criminal, Summary Appeal and Miscellaneous dockets

- Collection and Enforcement of Juvenile Delinquency dockets

Summary

The purpose of this section is to further outline the processes and legal requirements of the Collections and Disbursement Unit. By providing a summary of the statues the CDU is mandated to follow, it is anticipated the need for reclassification and creation of new positions within the CDU will be more clear.

- The entry of the Common Pleas Court costs, fines, fees and restitution is primarily completed by an Accounting Clerk. It is proposed in section one, this position be reclassified to an Accounting Clerk II with an appropriate pay grade and step (suggested 6-1).
- The collection and enforcement of criminal, summary appeal and miscellaneous dockets is completed by the Adult Probation Unit and the Collections Division of the CDU. The Adult Probation Unit is assigned to approximately 2,600 offenders and the Collections Division is assigned to approximately 4,000 offenders.
- The collection and enforcement of juvenile delinquency dockets is completed primarily by the Juvenile Probation and Collections and Disbursement Unit. In the spring of 2017 Lebanon County became aware it was out of compliance with the current rules. There are approximately 200 juveniles who will require fiscal administrative monitoring until they become 21 years of age.

Entry of Lebanon County Common Pleas Court costs, fines, fees and restitution.

Lebanon County Administrative Orders 3-2000 and 2-2001 established the foundation of the Collections and Disbursement Unit. In January 2008 the President Judge re-assigned the responsibility of the primary entrant of the Criminal Court Ordered Common Pleas costs, fines, fees and restitution from the Clerk of Courts to the Collections and Disbursement Unit.

The following is excised from the Clerk of Courts Manual 2017 provided by the AOPC:

General Notes

1. 72 P.S. § 901 – Requires reporting on the fifth day of each month, all collections made for the use of the Commonwealth; designating under proper heading, the source from which such moneys were received; and to pay that money into the State Treasury.

a. **NOTE:** Department of Revenue, preprinted Form 769, calls for reporting on the fifteenth day of each month. The Department has confirmed with the Clerk of Courts Association that this is the acceptable reporting date.

2. 72 P.S. § 902 – Requires the Department of Revenue to settle promptly those returns required by Section 901 and to transmit such settlement to the Department of the Auditor General for audit and approval, but a final discharge shall not be granted until the accounts and dockets of such reporting officer shall have been audited by the Department of Auditor General.

3. 72 P.S. § 210 – All agents shall furnish the Department of Revenue with detailed statements of all monies received, collected and transmitted, and shall keep records of the amount owing to or due the Commonwealth and such other records as shall be required by the Department of Revenue. The form of all such statements and records shall be prescribed by the Department of Revenue.

Title 42 § 9721, sentencing generally. Specifically § 9721(c) – “The Court may order the defendant to compensate the victim of his criminal conduct for the damage or injury that he sustained.” Effective July 2, 1995, restitution must be full restitution and be specific as to the amount and to the victim. The court cannot delegate this requirement. 18 Pa.C.S. § 1106.

5. 71 Pa.C.S. § 180 – Re-establishes the Crime Victim’s Compensation Board, and, at §180- 7.13, requires restitution collected to be paid to the Commonwealth to the extent of the award by the Board.

6. 72 P.S. § 1710 – provides that any county officer who refuses or neglects to make returns and payments required by Section 901 shall be personally liable for a penalty of 10 percent of the amount of money collected during the period in which the return and payment was due.

Accounting Procedures

1. Upon receipt of filing fees, costs, fines, restitution or any other monetary collection, the Clerk of Courts shall account for monies collected on a daily and monthly basis. This should entail the use of pre-numbered receipts.

a. It is recommended Clerks of Court on the CPCMS, maintain an ample supply of computer generated manual receipts.

b. CPCMS Form 2248 will generate 20 Pre-numbered manual receipts and will generate a Manual Receipt Log.

c. Clerk of Courts to insure the Manual Receipt Number is entered in the proper location on the computer receipting screen and to maintain copy of the manual receipt number and computer generated receipt number in defendant's case file.

2. The Clerk of Courts or other designated county office shall transmit monies to the Commonwealth Department of Revenue on or before the 15th day of each month, and to the county treasurer, municipalities or individuals in a timely manner as local practice dictates.

3. It is of particular importance that more than one person in the clerk's office be familiar with, and have knowledge of, the accounting system (including related returns, reports, audits, etc.), in the event of the absence or departure of the Clerk of Courts or employee.

4. It is strongly recommended that every Clerk of Courts have on hand a copy of Pennsylvania Manual of Civil and Criminal Penalties and Sentences by Burton R. Laub, published by George T. Bisel Company; copy of Clerk of Courts Procedural Manual and CPCMS Operational Manual.

5. Escheat: Unclaimed and Abandoned Property Report. Any money held and unaccountable or unclaimed shall be reported and forwarded after three years to the Pennsylvania Treasury Department, Bureau of Unclaimed Property, on their form. The report is to be filed no later than April 15, whether or not property or monies are held. (See www.patresury.org for additional reporting information and forms.

6. The Clerk of Court's collection and accounting procedures will be audited by county and Commonwealth auditors. In addition, there also will be an audit by an outside/independent auditing firm.

7. Clerk of Courts must collect costs, surcharges and fees due from a defendant, regardless of the wording of the court's order. However, a Clerk of Courts cannot collect fines from a defendant unless the fine has been specifically set forth in the court's order, or if the clerk has a "blanket" order from the judge giving him or her authority to do so, when appropriate.

Restitution, Court Costs and Fines Distribution

In 2001, AOPC began a project known as the Common Pleas Case Management System (CPCMS). The goal of the CPCMS system is to provide a uniform case management tracking system across the state of Pennsylvania. The CPCMS is used by offices such as the Clerk of Courts, Court Administration and Common Pleas judges and their staff. The CPCMS was designed to incorporate eleven different aspects of case management.

One of the areas that was encompassed in the tracking system is the collection of restitution, court costs and fines. A standard distribution of funds was developed to create consistency among Pennsylvania's 67 counties and was approved by the Supreme Court on September 30, 2003. (See ACTS). The order of distribution in accordance with the "Unified Distribution System" (UDS) is as follows:

1. The Crime Victims Compensation Fund fee (\$35) and Victim Witness Services Fund fee (\$25) shall be paid first.
2. At least 50% of any additional payment is applied towards restitution until it is paid in full. If restitution is ordered to more than one party at the same time, payment will be distributed as follows:
 - i. the victim.
 - ii. the Crime Victim's Compensation Board
 - iii. any other governmental agency which has provided reimbursement to the victim as a result of the defendant's criminal conduct.
 - iv. any insurance company which has provided reimbursement to the victim as a result of the defendant's criminal court.
3. Electronic monitoring fees, offender supervision fees, alcohol highway safety school fees, and witness fees.
4. Judicial Computer Project/Access To Justice Fee.
5. All other fines, fees, costs, reparations, penalties, and other remittances shall be distributed on a pro-rated formula. In the event that the defendant has multiple cases, funds will be applied to the oldest case first until that case is paid in full. The payments would then be applied to the next oldest case until all cases are paid. If there are multiple victims for a single case it is at the judge's discretion as to what order the victim's are paid.

*NOTE: The record must be clear as to the amount of restitution and the method of payment by the defendant. 18 Pa.C.S.A. § 1106 (Comment 5, Factors Considered)

Restitution and Order of Sentence – Effective July 1, 2016

1. The Supreme Court of Pennsylvania has amended the Rules of Criminal Procedure to standardize the procedures by which restitution is awarded in criminal cases. Specifically, with regard court cases in which restitution is imposed, the order of sentence shall include the following information:
 - (a) The amount of restitution ordered.
 - (b) The details of any payment plan, including when payment is to begin.
 - (3) The identity of the payee(s).
 - (4) To which officer or agency the restitution payment shall be made.
 - (5) Whether any restitution has been paid and in what amount.
 - (6) Whether the restitution has been imposed as part of the sentence and/or as a condition of probation.

For more information, please see Pa.Rs. Crim. P. 454(f) and 462(G)(1)(a) – (c).

Collection and Enforcement of Criminal, Summary Appeal and Miscellaneous Dockets

Title 42 § 9728 - Collection of restitution, reparation, fees, costs, fines and penalties.

Title 42 § 9730 - Payment of court costs, restitution and fines.

Title 42 § 9756 - Sentence of total confinement.

Title 42 § 9757 - Consecutive sentences of total confinement for multiple offenses.

Title 42 § 9758 - Fine.

Title 42 § 9771 - Modification or revocation of order of probation.

Title 42 § 9772 - Failure to pay fine.

Title 75 § 1533 - Suspension of operating privilege for failure to respond to citation.

PA Rule 456. Default Procedures: Restitution, Fines, and Costs.

(A) When a defendant advises the issuing authority that a default on a single remittance or installment payment of restitution, fines, or costs is imminent, the issuing authority may schedule a hearing on the defendant's ability to pay. If a new payment schedule is ordered, the order shall state the date on which each payment is due, and the defendant shall be given a copy of the order.

(B) If a defendant defaults on the payment of fines and costs, or restitution, as ordered, the issuing authority shall notify the defendant in person or by first class mail that, unless within 10 days of the date on the default notice, the defendant pays the amount due as ordered, or appears before the issuing authority to explain why the defendant should not be imprisoned for nonpayment as provided by law, a warrant for the defendant's arrest may be issued.

(C) If the defendant appears pursuant to the 10-day notice in paragraph (B) or following an arrest for failing to respond to the 10-day notice in paragraph (B), the issuing authority shall conduct a hearing immediately to determine whether the defendant is financially able to pay as ordered.

(1) If the hearing cannot be held immediately, the issuing authority shall release the defendant on recognizance unless the issuing authority has reasonable grounds to believe that the defendant will not appear, in which case, the issuing authority may set collateral as provided in Rule 523.

(2) If collateral is set, the issuing authority shall state in writing the reason(s) why any collateral other than release on recognizance has been set and the facts that support a determination that the defendant has the ability to pay monetary collateral.

(3) If collateral is set and the defendant does not post collateral, the defendant shall not be detained without a hearing longer than 72 hours or the close of the next business day if the 72 hours expires on a non-business day.

(D) When a defendant appears pursuant to the notice in paragraph (B) or pursuant to an arrest warrant issued for failure to respond to the notice as provided in paragraph (C):

(1) upon a determination that the defendant is financially able to pay as ordered, the issuing authority may impose any sanction provided by law.

(2) Upon a determination that the defendant is financially unable to pay as ordered, the issuing authority may order a schedule or reschedule for installment payments, or alter or amend the order as otherwise provided by law.

(3) At the conclusion of the hearing, the issuing authority shall:

(a) if the issuing authority has ordered a schedule of installment payments or a new schedule of installment payments, state the date on which each installment payment is due;

(b) advise the defendant of the right to appeal within 30 days for a hearing *de novo* in the court of common pleas, and that if an appeal is filed:

(i) the execution of the order will be stayed and the issuing authority may set bail or collateral; and

(ii) the defendant must appear for the hearing *de novo* in the court of common pleas or the appeal may be dismissed;

(c) if a sentence of imprisonment has been imposed, direct the defendant to appear for the execution of sentence on a date certain unless the defendant files a notice of appeal within the 30-day period; and

(d) issue a written order imposing sentence, signed by the issuing authority. The order shall include the information specified in paragraphs (D)(3)(a) through (D)(3)(c), and a copy of the order shall be given to the defendant.

(E) A defendant may appeal an issuing authority's determination pursuant to this rule by filing a notice of appeal within 30 days of the issuing authority's order. The appeal shall proceed as provided in Rules 460, 461, and 462.

Comment

The purpose of this rule is to provide the procedures governing defaults in the payment of restitution, fines, and costs.

Although most of this rule concerns the procedures followed by the issuing authority after a default occurs, paragraph (A) makes it clear that a defendant should be encouraged to seek a modification of the payment order when the defendant knows default is likely, but before it happens. For fines and costs, see 42 Pa.C.S. § 9730(b)(3).

An issuing authority may at any time alter or amend an order of restitution. *See* 18 Pa.C.S. § 1106(c)(2) and (3).

When a defendant defaults on a payment of restitution, fines, or costs, paragraph (B) requires the issuing authority to notify the defendant of the default, and to provide the defendant with an opportunity to pay the amount due or appear within 10 days to explain why the defendant should not be imprisoned for nonpayment. Notice by first class mail is considered complete upon mailing to the defendant's last known address. *See* Rule 430(B)(4).

Except in cases under the Public School Code of 1949, 24 P. S. § 1-102, *et seq.*, in which the defendant is at least 13 years of age but not yet 17, if the defendant is under 18 years of age, the notice in paragraph (B) must inform the defendant and defendant's parents, guardian, or other custodian that, if payment is not received or the defendant does not appear within the 10-day time period, the issuing authority will certify notice of the failure to pay to the court of common pleas as required by the Juvenile Act, 42 Pa.C.S. § 6302, definition of "delinquent act," paragraph (2)(iv), and the case will proceed pursuant to the Rules of Juvenile Court Procedure and the Juvenile Act instead of these rules.

If the defendant is charged with a violation of the compulsory attendance requirements of the Public School Act of 1949, 24 P. S. § 1-102, *et seq.*; has attained the age of 13 but is not yet 17; and has failed to pay the fine, the issuing authority must issue the notice required by paragraph (B)(4) to the defendant and the defendant's parents, guardian, or other custodian informing the defendant and defendant's parents, guardian, or other custodian that, if payment is not received or the defendant does not appear within the 10-day time period, the issuing authority may allege the defendant dependent under 42 Pa.C.S. § 6303(a)(1). Pursuant to 24 P. S. § 13-1333(b)(2), the defendant's failure to pay is not a delinquent act and the issuing authority would not certify notice of the failure to pay to the common pleas court.

If the defendant is 18 years or older when the default in payment occurs, the issuing authority must proceed under these rules.

Pursuant to paragraph (C), the issuing authority must conduct a default hearing when a defendant responds to the 10-day notice as provided in paragraph (B), or when the defendant is arrested for failing to respond to the 10-day notice. If the default hearing cannot be held immediately, the issuing authority may set collateral as provided in Rule 523. However, the issuing authority should only set monetary collateral when he or she has determined that less restrictive conditions of release will not be effective in ensuring the defendant's appearance.

Under paragraph (D)(1), when the issuing authority determines that a defendant is able to pay as ordered, the issuing authority may, as provided by law, impose imprisonment or other sanctions. In addition, delinquent restitution, fines, or court costs may be turned over to a private collection agency. *See* 42 Pa.C.S. §§ 9730(b)(2) and 9730.1(a).

When a defendant is in default of an installment payment, the issuing authority on his or her own motion or at the request of the defendant or the attorney for the Commonwealth must schedule a rehearing to determine the cause of the default. Before an issuing authority may impose a sentence of imprisonment as provided by law for nonpayment of restitution, fines, or costs, a hearing or rehearing must be held whenever a defendant alleges that his or her ability to pay has been

diminished. *See* 42 Pa.C.S. § 9730(b). No defendant may be sentenced to imprisonment or probation if the right to counsel was not afforded at trial. *See Alabama v. Shelton*, 535 U.S. 654 (2002) and *Scott v. Illinois*, 440 U.S. 367 (1979). *See also Commonwealth v. Farmer*, 466 A.2d 677 (Pa. Super. 1983) (Whenever there is a likelihood in a proceeding that imprisonment will be imposed, counsel must be assigned) and (*Commonwealth v. Spontarelli*, 791 A.2d 1254 (Pa. Cmmw. 2002) (defendant is entitled to appointed counsel when tried for violation of municipal ordinance that permits imprisonment upon default of payment of the fine). *See also* Rules 121 and 122 (dealing with appearance or waiver of counsel).

When a rehearing is held on a payment schedule for fines or costs, the issuing authority may extend or accelerate the payment schedule, leave it unaltered, or sentence the defendant to a period of community service, as the issuing authority finds to be just and practicable under the circumstances. *See* 42 Pa.C.S. § 9730(b)(3).

This rule contemplates that when there has been an appeal pursuant to paragraph (E), the case would return to the issuing authority who presided at the default hearing for completion of the collection process.

Nothing in this rule is intended to preclude an issuing authority from imposing punishment for indirect criminal contempt when a defendant fails to pay fines and costs in accordance with an installment payment order, 42 Pa.C.S. § 4137(a)(4), 4138(a)(3), and 4139(a)(3), or fails to pay restitution, 42 Pa.C.S. § 4137(a)(3). Separate Rules of Criminal Procedure govern contempt adjudications. *See* Chapter 1 Part D.

PA Rule 706 - Fines or Costs.

(A) A court shall not commit the defendant to prison for failure to pay a fine or costs unless it appears after hearing that the defendant is financially able to pay the fine or costs.

(B) When the court determines, after hearing, that the defendant is without the financial means to pay the fine or costs immediately or in a single remittance, the court may provide for payment of the fines or costs in such installments and over such period of time as it deems to be just and practicable, taking into account the financial resources of the defendant and the nature of the burden its payments will impose, as set forth in paragraph (D) below.

(C) The court, in determining the amount and method of payment of a fine or costs shall, insofar as is just and practicable, consider the burden upon the defendant by reason of the defendant's financial means, including the defendant's ability to make restitution or reparations.

(D) In cases in which the court has ordered payment of a fine or costs in installments, the defendant may request a rehearing on the payment schedule when the defendant is in default of a payment or when the defendant advises the court that such default is imminent. At such hearing, the burden shall be on the defendant to prove that his or her financial condition has deteriorated to the extent that the defendant is without the means to meet the payment schedule. Thereupon the

court may extend or accelerate the payment schedule or leave it unaltered, as the court finds to be just and practicable under the circumstances of record. When there has been default and the court finds the defendant is not indigent, the court may impose imprisonment as provided by law for nonpayment.

Comment

See generally *Commonwealth ex rel. Benedict v. Cliff*, 451 Pa. 427, 304 A.2d 158 (1973).

Under this rule, when a defendant fails to pay the fine and costs, the common pleas court judge may issue a bench warrant for the collection of the fine and costs. When a “failure to pay” bench warrant is issued, the bench warrant must be executed by a police officer following the procedures set forth in Rule 431(C)(1)(c) and (C)(2), or, if the defendant is unable to pay, the police officer must proceed as provided in Rule 150 (Bench Warrants).

Nothing in this rule is intended to abridge any rights the Commonwealth may have in a civil proceeding to collect a fine or costs.

Lebanon County’s Payment Plan Basics:

1 – Everyone who is placed on ARD, probation, or who receives actual jail time is set up with a payment plan.

2 – The payment plans are created using the following defaults:

** If the Defendant has only one docket, the payment plan is created so that the person is paid in full by their max date. For example, if the person is to be supervised for 6 months and owe a total of \$1,000.00, the payment plan will be set up at \$166.66 per month.

** If the Defendant has only one docket, and if when initially created the payment plan rate exceeds \$300.00 per month, the payment plan will be automatically reduced to \$200.00 per month (this excludes ARD’s). For example, if the person is to be supervised for 3 months and owe a total of \$2,500.00, the initial rate would be \$833.33 per month; however this will be automatically reduced to and entered as \$200.00 per month.

** If the Defendant has more than one docket, the payment plans are created and run consecutively (the oldest docket will be paid first) at \$100.00 per month. Please note that some cases will have Juvenile dockets to pay and these are considered to be the oldest. In instances where there are multiple docket types occurring in the same year, the order is JV, CR, MD, SA.

3 – If the Probation Officer and Defendant enter into a payment agreement that differs from the default, it is the Probation Officer’s responsibility to submit the adjustment from to alter the payment plan.

Some additional information

- Payment plans are set up at a default monthly rate
- The first payments are due a month after sentencing or a month after release from incarceration/inpatient treatment
- For individuals who are released from SCI, their default is \$50.00 a month for the first three months, then in the fourth month increases to \$100.00
- The default payment rate/amount may be overridden if the Defendant's ability to pay is greater or less than the default rate
- If a Court Order exists setting the rate/amount or docket to be paid, we will abide by that Order, and will not adjust the rate/amount or docket to be paid without another Order and/or Hearing

Collection and Enforcement of Juvenile Delinquency Dockets

PA Juvenile Act – Rules of Juvenile Court Procedure Delinquency Matters. The following was originally compiled by Susan Christner:

Rule 613. Termination of Court Supervision (eventually became Rule 631 in 2008)

The current practice of terminating supervision of the juvenile when restitution, fines and costs are still outstanding is inconsistent with this rule and the Juvenile Act, 42 Pa.C.S. §6352. Courts may change how they supervise juveniles in these situations but the case must be administratively kept open.

Rule 631. Termination of Court Supervision. (effective April 1, 2008)

A. Notice. The juvenile probation officer shall promptly notify the court when the conditions of probation have been satisfied. The court shall decide if supervision should be terminated. The notice shall set forth:

- 1) The juvenile has completed the terms of the court's dispositional order;
- 2) Restitution, fines, and costs have been paid in full; and
- 3) The juvenile has not committed any new offenses in which a criminal proceeding or proceeding governed by the Juvenile Act, 42 Pa.C.S. § 6301 et seq., may be commenced.

B. Objection. Any party may object to the notice under paragraph (A) and request a hearing. Such objection shall be made within thirty days of receipt of the notice; otherwise, objections are deemed waived.

C. Hearing. If objections have been made under paragraph (B), the court shall hold a hearing and give each party an opportunity to be heard before the court enters its final order.

D. Termination. When the requirements of paragraphs (A) through (C) have been met and the court is satisfied that the juvenile has carried out the terms of the dispositional order, the court may discharge the juvenile from its supervision.

Rule 610. Dispositional and Commitment Review. (adopted April 1, 2005)

A. Dispositional review hearing. The court shall review its disposition and conduct dispositional review hearings for the purpose of ensuring that the juvenile is receiving necessary treatment and services and that the terms and conditions of the disposition are being met.

- 1) In all cases, the court shall conduct dispositional review hearings at least every six months.
- 2) In all cases, the juvenile shall appear in person at least once a year.
- 3) The court may schedule a review hearing at any time.

Rule 373. Conditions of Consent Decree. (adopted April 1, 2005)

A. Terms and conditions. The court may place upon the juvenile any reasonable conditions that are consistent with the protection of the public interest. The conditions of the consent decree shall provide a balanced attention to:

- 1) the protection of the community;
- 2) the juvenile's accountability for the offenses committed; and
- 3) the development of the juvenile's competencies to enable the juvenile to become a responsible and productive member of the community.

B. Duration of consent decree. A consent decree shall remain in force for no more than six months as agreed upon unless the juvenile is discharged sooner upon motion. Upon motion, the court may:

- 1) discharge the juvenile at an earlier time; or
- 2) extend the time period not to exceed an additional six months.

Comment

If the juvenile fails to accept the conditions required by the court pursuant to paragraph (A), the case should proceed to findings, adjudication, and disposition. See Comment to Rule 371.

Rule 370. Consent Decree.

A. Agreement.

1) At any time after the filing of a petition and before the entry of an adjudication order, the court may, upon agreement of the attorney for the Commonwealth and the juvenile suspend the proceedings, and continue the juvenile under supervision in the juvenile's home, under terms and conditions negotiated with the juvenile probation office.

2) The order of the court continuing the juvenile under supervision shall be known as a consent decree.

B. Explanation of conditions. The court shall explain on the record or in writing:

- 1) the terms, conditions, and duration of the consent decree pursuant to Rule 373; and
- 2) the consequences for violating the conditions of the consent decree, which include the petition under which the juvenile was continued under supervision may, in the discretion of the attorney for the Commonwealth following consultation with the juvenile probation officer, be reinstated, and the juvenile held accountable as if the consent decree had never been entered if:

a) prior to discharge by the juvenile probation officer or expiration of the consent decree, there is a filing of a new petition against the juvenile; or

b) the juvenile otherwise fails to fulfill express terms and conditions of the decree.

§6340. Consent decree

(a) General rule.--At any time after the filing of a petition and before the entry of an adjudication order, the court may, on motion of the district attorney or of counsel for the child, suspend the proceedings, and continue the child under supervision in his own home, under terms and conditions negotiated with the probation services and agreed to by all parties affected. The order of the court continuing the child under supervision shall be known as a consent decree.

(b) Objection.--Where the child or the district attorney objects to a consent decree, the court shall proceed to findings, adjudication and disposition.

(c) Duration of decree.--A consent decree shall remain in force for six months unless the child is discharged sooner by probation services with the approval of the court. Upon application of the probation services or other agency supervising the child, made before expiration of the six-month period, a consent decree may be extended by the court for an additional six months.

(c.1) Terms and conditions.--Consistent with the protection of the public interest, the terms and conditions of a consent decree may include payment by the child of reasonable amounts of money as costs, fees or restitution, including a supervision fee and contribution to a restitution fund established by the president judge of the court of common pleas pursuant to section 6352(a)(5) (relating to disposition of delinquent child) and shall, as appropriate to the circumstances of each case, include provisions which provide balanced attention to the protection of the community, accountability for offenses committed and the development of competencies to enable the child to become a responsible and productive member of the community.

(d) Reinstatement of petition.--If prior to discharge by the probation services or expiration of the consent decree, a new petition is filed against the child, or the child otherwise fails to fulfill express terms and conditions of the decree, the petition under which the child was continued under supervision may, in the discretion of the district attorney following consultation with the probation services, be reinstated and the child held accountable as if the consent decree had never been entered.

Based upon the above the JCJC indicates as follows:

Consent Decrees

1. Consent Decree jurisdiction expires one year after child commences supervision.
2. Money not collected at the conclusion of a Consent Decree must be remitted to close the case.
3. Unpaid financial responsibilities at the expiration of a Consent Decree require reinstatement of the petition in Juvenile Court.

4. The court has no jurisdiction to collect money after the expiration of a consent decree as CD's may not remain open indefinitely for the collection of unpaid financial costs.

Official Probation

1. A case must remain open when money is being collected. The court may suspend a juvenile's adherence to conditions/rules and places a child on non-reporting status with the only condition being the payment of outstanding fines/costs/restitution.

2. Rule 631 does not allow for termination of court supervision until all monies are paid and Rule 610 requires all open cases to be reviewed every 6 months.