

**POSITION:** Collections Assistant Administrator  
**CLASSIFICATION:** Clerical- Revenue & Finance  
**LOCATION:** 200 Adams Ave  
Scranton PA  
**STATUS:** Full-Time, Benefits Eligible

**SUMMARY:**

This individual assists in the review status of delinquent accounts and initiates collection action for Court related fees for Lackawanna County. The position reports directly to the Deputy Director of Revenue and Finance for Lackawanna County.

**RESPONSIBILITIES & DUTIES:**

Create, input, receipt and monitor payment plans and payments in the CPCMS system.

Monitor balances and payments for ARD's, Work Release, House Arrest, Welfare, and the Probation Department. Coordinate status of defendants' payment history and compliance with Probation Department as defendants are reporting to probation officer; making an effort to collect payment at that time.

Respond to inquiries pertaining to payment plans and record computer notes for appropriate follow-up action including regular and certified mailing of delinquency and Contempt of Court notices.

Coordinate all information for Court Orders from Judges regarding payments with Collections Supervisor. Work closely with supervisor to coordinate any information requested or needed by Court Employees regarding payments and balances in an effort to increase collections.

Assist in the generation, copying and filing of Bench Warrants and Hearing Notices as ordered by Judge.

**QUALIFICATIONS: EDUCATION AND TRAINING**

High school diploma or GED is required with an Associates Degree preferred. Strong organizational, administrative, communication and computer skills, including Microsoft Word, Excel and Outlook, are necessary. Must be detailed oriented, able to work in a fast paced office and manage multiple tasks at a high level of efficiency. 2-3 yrs of high-volume collections experience preferred. Interested persons may submit an application/resume by June 7<sup>th</sup>, 2012 to:

Human Resources Analyst  
Lackawanna County Administration Building  
200 Adams Avenue  
Scranton, PA 18503  
Email: [petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org)

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