Probation Officer I (3 positions available)

Department: Adult Probation
Location: Jim Thorpe, PA
Hours: (M-F) 8:30am – 4:30pm
Job Posting #21, 57 & 58

Salary: $21.75 per hour
Post Date: October 6, 2026

Application Deadline: Open Until Filled

Department Profile:

Provide community supervision to offenders on bail, **probation**, or **parole** under the jurisdiction of the Courts. The mission of the Department is to partner with the community in providing evidenced-based and appropriate supervision that enhances public safety by holding offenders accountable while providing them with the tools to make positive change and become productive members of society. Probation and Parole is charged by the Court of Common Pleas with the responsibility of providing effective community-based alternatives to incarceration, improving public safety, partnering with community and law enforcement resources and promoting positive behavioral change from offenders.

Typical Duties

This is an entry-level position supervising and counseling adult criminal offenders. A position in this class enforces rules and regulations governing the offender's status; gathers information from offenders; determines assistance needed by the offender; prepares individualized supervision plans; testifies in court; conducts extensive fieldwork; arrests offenders in violation of conditions; confiscates weapons and contraband; conducts pre-parole and pre-sentence investigations; enrolls offenders in accordance with the requirements of the Adam Walsh Act. Work includes preparing reports, performing investigations and managing a caseload assigned on an appropriate basis. Assignments increase in scope and complexity as the employee develops experience and skill in the field. A position in this class is differentiated from those in related classes by the incumbent's responsibility for carrying out assigned duties and the potential element of danger involved with dealing with adult criminal offenders. **Maintain offender confidence and protect agency operations by keeping information confidential.**

Minimum Qualifications

Applicant must be able to speak and understand the English language and follow oral and written instruction; Applicant must possess basic knowledge of casework principles and practices; counseling methods and techniques; principles and policies of adult probation/parole systems; individual and group behavior with individuals involved in delinquent behavior. Must be able to adhere to prescribed departmental procedures; possess the ability to learn Court/County rules, procedures and legal functions; and possess the ability to establish and maintain an effective working relationship with staff and the general public.

Additional Qualifications/Preferences

- Applicant must possess a bachelor's degree in social or behavioral sciences, criminal justice, law enforcement or related field is required. Applicant must possess a valid Pennsylvania Driver's License.
- Applicant must complete a criminal background investigation; credit check; psychological examination; physical examination; pre-employment drug screen; must qualify with OC spray, expandable baton and firearm; basic orientation at adult probation/parole academy; firearms academy and self-defense tactics training and submit a credit score report.

How to Apply

Applications to be filed with Karen Sweeney in Court Administration.
Application and job description may be obtained from:
Karen Sweeney, Assistant Court Administrator
Carbon County Courthouse, Court Administration Office, 3rd Floor
4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229
Telephone: (570) 325-8556 Extension 3200, Fax (570) 325-9449
Email: klsweeney@carboncourts.com or the application may be downloaded on line at www.carboncourts.com

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.