

**COUNTY OF CARBON**  
**JOB ANNOUNCEMENT - NON-UNION**

**BULLETIN:** "65"

**POST DATE:** **September 2, 2025**

Applications and job description may be obtained from:  
Kelly Hamm, District Court Administrator  
Carbon County Courthouse, Court Administration Office  
4 Broadway, 3<sup>rd</sup> Floor, P.O. Box 131, Jim Thorpe, PA 18229  
(570) 325-8556, Extension #3202 or online at [www.carboncourts.com](http://www.carboncourts.com)

**APPLICATION DEADLINE DATE:** **September 15, 2025 or until position is filled.**

Applications to be filed with Kelly Hamm, District Court Administration.

**DEPARTMENT:** Adult Probation/Parole Department

**POSITION:** Chief Adult Probation Officer

**RATE OF PAY:** \$75,038.60 - \$80,808.00 per annum, commensurate with experience and qualifications.  
Grade/Step SS12P @ \$41.23 to SS12S \$44.40 per hour

**HOURS WORKED:** Monday thru Friday, 8:30 a.m. - 4:30 p.m. (35 hours per week) and bi-weekly on-call rotation.

This managerial position directs Adult Probation and Parole Department operations and staff to ensure that all individuals placed under the supervision of the Court are supervised in accordance with established probation statutes, state standards, court policies, and department procedures. The Chief's duties are performed with a high degree of independence. The Chief reports to the District Court Administrator and the President Judge.

Applicant must be able to develop, implement, monitor, and evaluate new programs and policies in accordance with statutory requirements and court guidelines; implement Evidence Based Practices; create measurable goals for the staff; assign workloads; prepare annual performance evaluations; prepare annual department budget; prepare caseload, progress, and statistical reports; interview and assist in hiring selection; manage recordkeeping requirements for existing grants; identify new grant opportunities and recommend those appropriate to the Court and County agencies; administer offender supervision fee fund; manage department space and equipment including vehicles; directs and maintain records and reports on status and progress of programs on pre-disposition and other special investigations for court, state, county, and others as required; supervises preparation of PA sentencing guidelines and be familiar with the new 8<sup>th</sup> Edition; attends court proceedings as required; supervises Treatment Court with a Judge; advises the Court on pending statutory or other matters coming before the court; coordinate staff training; interact with internal and external agencies; and perform public relations for department.

Applicant must possess a valid Pennsylvania driver's license and pass a criminal background investigation, psychological examination, physical examination, and a pre-employment drug test. Annual mandatory certifications are required in CPR, First Aid, OC Spray, expandable baton, and firearm. Ability to complete a course in self-defense and the use of deadly force training. Must complete 40 hours of in-service training, including firearms per year.

Applicant must possess a bachelor's degree with major casework in criminal justice, law enforcement, psychology, social or behavioral sciences, or a closely related field and knowledgeable of Probation/Parole requirements. A master's degree is preferred. Five (5) years of managerial/administrative related experience preferred or any acceptable combination of equivalent work experience, training, and/or advanced education.

**AN EQUAL OPPORTUNITY EMPLOYER**