



Deputy Chief – Union Position

Department: Adult Probation Office
available October 2, 2025)

Location: Jim Thorpe, PA

Hours: (M-F) 8:30am – 4:30pm

Job Posting #70

Salary: \$36.27 per hour (position becomes

Post Date: September 15, 2025

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.

◆ Typical Duties

The essential of this position are to implement the County's intermediate punishment plan and programs, maintain agency operations by assisting the Chief in the formulation of the department's budget, gathering specific information, developing policy and procedure, developing, implementing, coordinating special programs or projects and covering the department in the Chief's absence. Maintains agency workflow by assisting the Chief through planning, assigning and directing of work lower level staff, discussing supervisions strategies with staff and answering inquiries from the Court, staff and others. Conducts case reviews with agency staff to determine conformity with established agency performance standards. Develops supervision plans, conducts social case histories and prepares presentence investigations when required. Makes sentencing recommendations and release custody recommendation to the Court, Assists in the calculation of sentences. Prepares report on the outcome of investigations, analyzes information gathered and recommends appropriate action to offender and/or court. Provides counseling and other supportive services to help offenders in their personal, social and economic adjustments to the community and maintains personal and collateral contacts with offenders. Maintains community protection through the enforcement of the conditions of release through the control and surveillance of offenders. Frequently assists/trains other staff in the performance their official duties. The liaison between the Adult Probation/Parole Department and the Pennsylvania Sexual Offender Assessment Board. Enter sentencing and revocation information in the SGS system. Complete CRN reports on offenders. Become certified and teach Alcohol Highway Safety Class (AHSC) to offenders.

◆ 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 successfully complete a criminal background investigation; credit check; psychological examination; physical examination; pre-employment drug screen, must qualify with OC spray, expandable baton and firearm, must successfully complete basic orientation at adult probation/parole academy; firearms academy and self-defense tactics training.

How to Apply

Application 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.