



# Probation Officer I

Department: Juvenile Probation

Salary: \$21.75 per hour

Location: Jim Thorpe, PA

Post Date: January 12, 2026

Hours: (M-F) 8:30 am – 4:30 pm

Job Posting #1

Application Deadline: Open Until Filled

## Department Profile

This position investigates, counsels and supervises a caseload of juvenile offenders in an attempt to provide programs of supervision, care and rehabilitation which provide balanced attention to the protection of the community, the imposition of accountability for offenses committed and the development of competencies to enable children to become responsible and productive members of the community.

### Typical Duties

This is an entry level position supervising and counseling juvenile offenders. Conduct social case histories and pre-disposition investigations of juvenile offenders, interview offenders, victims, police, family, employers, associates and other individuals with knowledge of the offender; prepare reports on the outcome of investigations, analyze information gathered and recommend appropriate rehabilitative action to the court; provide counseling and other supportive services to help probationers in their personal, social and economic adjustments to the community; maintain contact and schedule meetings with family, friends, employers, clergy and other persons concerned with aiding probationers; conduct investigations to monitor probationers' activities and to prevent or remove harmful activities and influences; complete assessments and develop case plans with juvenile offenders; transport youth to and from detention centers and placement programs; conduct random drug/alcohol testing as required through urinalysis and report results; enforce court orders and make or assist in re-arrests of probationers when necessary; assist in the collection of fines, costs and restitution; appear and testify at court hearings; gather data and prepare reports for the Court in various computer systems; maintain current and accurate case documentation. This position requires after hours on-call, when scheduled. **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 juvenile 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.
- Applicant must possess a valid Pennsylvania Driver's License.
- Applicant must submit to (1) a Child Abuse Certification, (2) Pennsylvania Criminal Background Record Check and (3) a Federal Criminal History Record Report, as well as complete a pre-employment drug screen.

### 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, 3<sup>rd</sup> Floor

4 Broadway, P.O. Box 131, Jim Thorpe, PA 18229

Telephone: (570) 325-8556 Extension 3200, Fax (570) 325-9449

Email: [ksweeney@carboncourts.com](mailto:ksweeney@carboncourts.com) or the application may be downloaded on line at [www.carboncourts.com](http://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.*